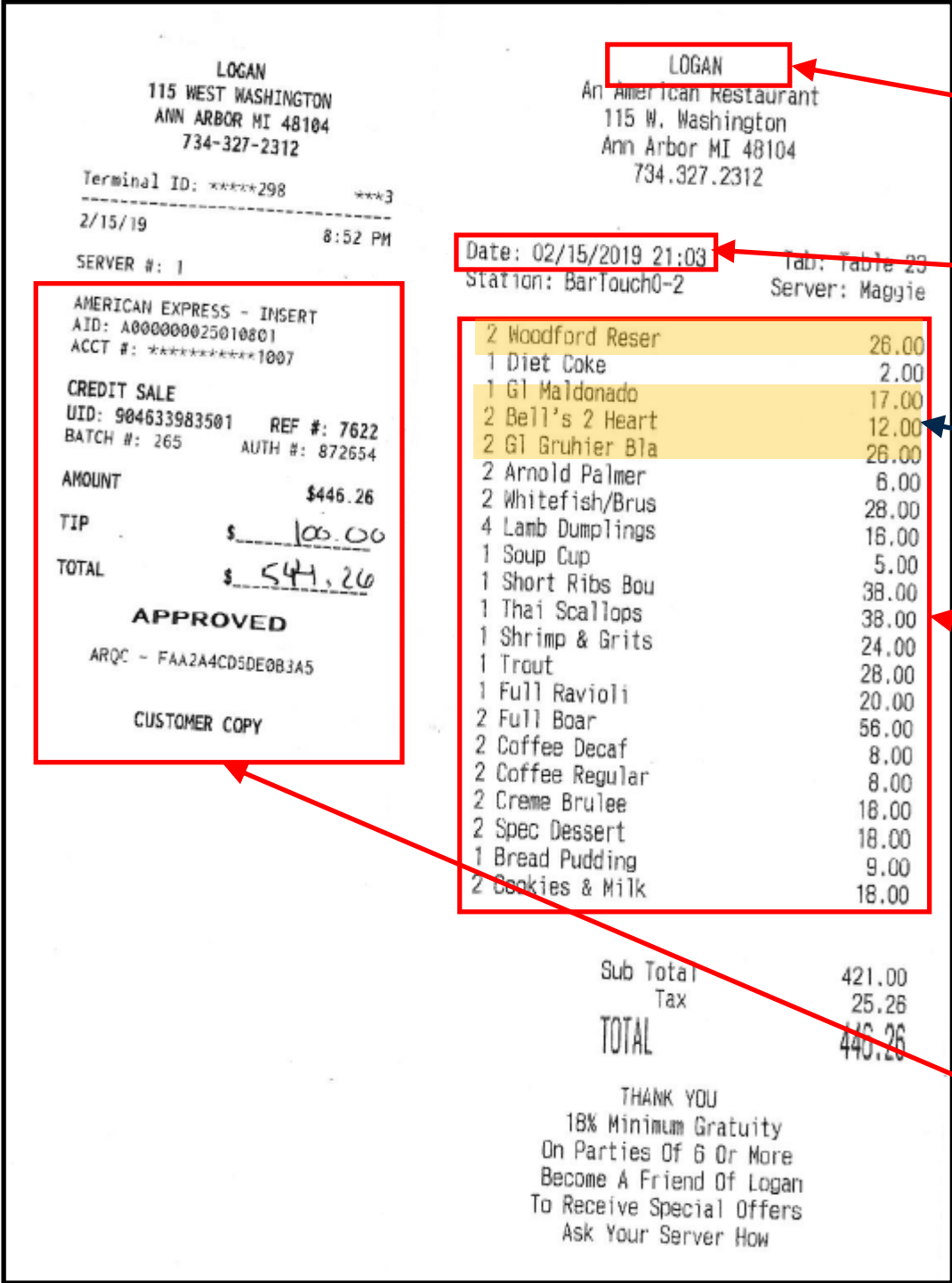


Hosting Receipt Example



Name of Vendor

Date and Time of Meal

If alcohol is included, ask for a separate receipt showing alcohol only, or highlight the items that are alcohol

Itemization showing what was purchased

The SPG does not require an itemized receipt for hosting if a credit card slip is available, however, the SSC requests this in order to determine if alcohol was included.

Credit card slip showing total including tip

*If an itemized receipt is not provided, please indicate if alcohol was purchased and the dollar amount of the alcohol portion