Hosting Receipt Example

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

Date and Time of Meal

Name of Vendor

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*