



THE DALLAS FOUNDATION

Here for Good

Reimbursements from a fund of The Dallas Foundation **Acceptable Proofs of Payment**

Cash Register Receipts – All are acceptable with this special instruction for meals:

- Meals: Must be the itemized receipt with the names of the people attending and the business purpose noted.

Online Receipts

- Receipt must clearly show that the item has been paid for. Generally shown as *****1234 [\$Amount].

Copy of credit card/bank statement

- In exceptional cases only, we may accept a copy of someone's credit card/bank statement which reflects the name of the vendor and the amount paid.

Invoice Receipt

- The invoice must indicate how the payment was made (check, cash or credit card) with a zero balance due. If paid by check, the check number should be on the invoice. If paid by credit card, the invoice should indicate, paid by credit card *****1234 [\$Amount]

Personal Checks

- A copy of the Front & Back of the cancelled check must be included.

Cash Receipts for Payments to Individuals

- If you pay someone cash, you must get a receipt from them stating: their name, the amount they received, the purpose for the payment and their signature.