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.