

RECEIPTS – HOW TO SUBMIT CREDIT CARD RECEIPTS

**Only Applies if Purchased on a Credit Card*

1. If your receipt is a physical copy, please take a legible photo of it. If the receipt is in the form of an email, then forward the email (including any attachments).
2. Make sure to add the following:
 - a. **What Credit Card This Was Purchased On** (PMs: if sending on behalf of field employee, please identify. Ex: Purchased on Adam Schmidt's Visa)
 - b. **Project/Client it Was Purchased For** (Ex: Beglinger)
 - c. **Material Category** (Ex: M21)
 - d. **Date Purchased** (if not shown on receipt)
 - e. **Store Purchased From** (if not shown on receipt)
3. Cc' the Project Manager assigned to the project
4. Send to Receipts@castlebri.com ASAP after purchase

Note: If the receipt contains items purchased for multiple jobs, or under multiple material categories, please clearly identify which items are for which. See examples below:

