## **RECEIPTS – HOW TO SUBMIT CREDIT CARD RECEIPTS**

\*Only Applies if Purchased on a Credit Card

- 1. If your receipt is a physical copy, <u>please take a legible photo of it</u>. If the receipt is in the form of an email, then forward the email (including any attachments).
- 2. <u>Make sure to add the following:</u>
  - 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. <u>Cc' the Project Manager assigned to the project</u>
- 4. <u>Send to Receipts@castlebri.com ASAP after purchase</u>

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:

More saving. More doing.
S20 NEX BRIGHTON BLVD MINNEAP LIS MN 55413 612-782-9594 SELF OFFERS 58042 03/15/18 08:55 AM SELF OFFERS 58042 03/15/18 08:55 AM EVERBLI GREEN HITEL GALVES LARGE 020055779 B3 RSTCH IWHSPR 4A 3.98 STOPS UST FLAT WHITE 04666164 55 4D ELC GALIB 4A 2.20 4D 1-1.2° ELECTRO GALV.ROOFING 1 LB PL POL JRETHANE ROOF SLNT BLACK 1002 2052.85 D192045.33 STRIP X OT 4A 7.98 030192046.53 STRIP X OT 4A 7.98 030192943 ILD STRIPPR WASH 4A 6.76 KS PALY REMOVER WASH 0T 01980270135 WDBLURG26 4A 2.97 WINDEX 3LASS CLEANER NLP Savings \$0.20
SUBTOTAL SALES TAX 39.06 3.12   SALES TAX 3.12   TOTAL \$42.18   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NEW LOHER PRICE (NLP) SAVINGS \$0.20 PRO XTRA MEMBER STATEMENT PRO XTRA MEMBER STATEMENT PRO XTRA MI#-###-8509 SUMMARY THIS RECEIPT POZJOB NAME: SC NEIC WICKLUND PRO XTRA SPEND THIS VISIT: \$39.06 2018 PRO KTRA SPEND 03/14: \$13,466.03

