

Staple or lay receipt here.
Use a new form for each receipt

Instructions for filling out form:

Write Clearly

Use Dark ink, Blue or Black pen (no sharpies)

Some itemized names on the receipt are not clear to everyone. Please ensure that if the item(s) are not obvious then you should fill in what was purchased.

If you purchased food on Employee Morale that is a product that other stores order, it may apply to food costs unless you are specific.

Any paid outs over \$100 will require additional explanation.

Date of Purchase: _____

☐ Portales ☐ Clovis 14th Street

☐ Clovis Prince Street ☐ Cannon AFB

☐ Levelland TX ☐ Lubbock 50th Street

☐ Lubbock Quaker Street ☐ Wolfforth

Manager: _____

Store Purchased From:

Select Category: Note one category per receipt

☐ Employee Morale (must list purpose)

☐ Food Purchase for Resale

☐ Repairs / Maintenance

☐ Office Supplies ☐ Tips Payable (Ends 1/1/26)

What was purchased: (If not clear on receipt)

Why was this purchased:

Total: \$ _____

Payment Method: ☐ Cash ☐ Card

I certify this paid-out follows SDG policy and is necessary to operate the shift.

Manager Signature: _____