# **BUSINESS OFFICE RESOURCES**



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## **BUSINESS OFFICE STAFF**



Monica Powell Controller mpowell@centenary.edu 318.869.5016



Alan Davidson, CPA Senior Accountant-Investments adavidson@centenary.edu 318.869.5111



Nikki Holmes Contract-Accounts Payable <u>nholmes@centenary.edu</u> 318.869.5013



Shari Favors Accountant <u>sfavors@centenary.edu</u> 318.869.5719



April Ashley Boston Accounts Payable Coordinator 318.869.5126 aashleyboston@centenary.edu



Thelma Shamel Beverly Financial Clerk tbeverly@centenary.edu 318.869.5125

# ACCOUNTS PAYABLE

Accounts payable runs checks once a week, on Thursday morning, and checks are normally mailed on Fridays. Check request and invoices need to be submitted to the Business Office by Ipm on Monday in order to be processed in the current week's check run. During holiday weeks or inclement weather, the check run schedule may be changed. The campus community will be notified in advance when the schedule is changed.

There is a 10-business-day turnaround on reimbursements and payment processing. Please allow at least 10 business days before contacting the office regarding the status of a payment.



# LOST OR STOLEN CHECKS

If a Centenary College check is lost or has not been received, contact Business Office at (318) 869.5125 or business\_office@cenenary.edu so that a stop payment can be placed on the check. Please allow at least two weeks from the check date before requesting a stop payment, unless there is reason to believe the check has been stolen or misappropriated. Please know the vendor name, check amount, and approximate date the payment request was sent, so that we may identify the check more readily.

## METHODS TO SUBMIT A CHECK REQUEST/PAYMENT

- By Mail: Approved budget managers can sign, date, and write the FOAPAL on an invoice and/or check request. These documents can be sent to the Business Office through campus mail. A vendor number <u>must</u> be written on invoice or check request.
- **By Email:** Approved budget managers can sign, date, and write the FOAPAL on the invoice and/or check request. These documents can be scanned and sent by PDF to business\_office@centenary.edu. A vendor number <u>must</u> be on the invoice or check request.
- **By Docusign**: Approved budget managers can submit an Accounts Payable check request and invoice using the Automatic check request through (See Frequently used forms on Business Office website). A vendor number <u>must</u> be on included on the docusign request.
- In Person: Approved budget managers can sign, date, and write the FOAPAL on an invoice and/or check request. These documents can be dropped off at the Business Office counter. A vendor number <u>must</u> be written on invoice or check request.

## WHAT IF A VENDOR IS NOT ON THE APPROVED VENDOR LIST?

f the vendor does not exist in Banner, Business Office will create a new vendor number using the information provided on the Vendor Request Form.

•The Vendor Request Form should be completed by an employee/requestor and should be approved by their Budget Manager with W-9 form attached for US vendors or form W-8BEN for foreign vendors. This form will ensure that the new vendor has a valid tax identification number and will also provide their legal name and business name if applicable along with their street address.

A vendor will not be created until a Vendor Request and W9 forms are received.

•The complete paperwork can be submitted using Docusign or returned to the Business Office.

•Creation of or changes to vendor numbers related to remittance of payment are made by the Business Office.

## SALE TAX STATUS?

Centenary College is a regionally accredited independent institution of higher education and a member in good standing with LAICU.

For purposes of the payment of state sales or use tax on the lease or rental or the purchase of tangible personal property or services, "person" shall not include a regionally accredited independent institution of higher education which is a member of the Louisiana Association of Independent Colleges and Universities, is such lease or rental or purchase is directly related to the educational mission of such institution. However, the term "person" shall include such institution for purposes of the payment of tax on sales by such institution if the sales are not otherwise exempt.

State Taxes 0%

Parish Taxes 4.6%

### FREQUENTLY USED ACCOUNT NUMBERS

		ntenary College of Louisiana Banner Chart of Accounts						
	Commonly Used Expense Accounts							
Account	Account Title	Description						
	General Expenses							
71002	Advertising/Marketing/Recruiting	Advertising for the promotion of college activities and organizations. Job advertisements to seek out candidates to fulfill vacant job postings. (Greater than \$1,000 must be pre- approved by AVP Marketing and Communications)						
71005	Payments made to organizations to become a member of or continue to be a member of an organization.							
71009 Subscriptions Subscriptions for periodicals, usually for an agreed number of issues.								
71011	Flowers/Gifts	Flowers or gifts as a gesture of appreciation or sympathy.						
71052	Food Purchases	Food purchased for campus events.						
71204	Registration Fees	Registration fees paid to enroll in a training course or conference.						
72202	Telephone - Long distance	Long distance phone calls billed back to the department by long distance code assignments.						
72510	Contractual Services	Payment to a company or an individual who provides a professional service to college and is not an employee of the college.						
75050	Awards	Prize or other form of award given in honor of an achievement.						
	Supplies							
72819	Office Supplies	Supplies purchased for office use.						
72818	Supplies - Other	All other supplies not defined by office supply related expenditures.						
72821	Books/Materials	Books or materials used to advance career knowledge or enhance job skills.						

## FREQUENTLY USED ACCOUNT NUMBERS CONTINUED

	Centenary College of Louisiana Banner Chart of Accounts Commonly Used Expense Accounts						
Account	Account Title	Description					
	Postage/Printing						
71007	Postage	Payments for stamps, envelopes, shipping charges or postage meter rental.					
71102	Printing/Off Campus	Printing expenditures by an off campus vendor for use by college. (Greater than \$1.000 must be pre-approved by AVP for Marketing and Communications)					
71103	Photocopying	Reproduction of a document, print, or other title. Includes billing of internal copy charges.					
	Travel & Related Expenses						
71201	Lodging	Accomodation expenses for lodging while traveling away from home on behalf of the college					
71202	Meals	Expenses for meals while traveling away from home on behalf of the college or for local meals that are business-related.					
71205	Travel	Transportation-related expenses incurred on behalf of the college. Travel expenses would include mileage reimbursement, rental vehicle expense, or fuel purchases.					
71206	Entertainment	Expenses incurred to provide entertainment, amusement, or recreation while conducting business on behalf of the college.					
	Equipment						
72824	Information Technology (Computer Tech	Computer peripherals such as a mouse or keyboard. (Greater than \$500 must be pre- approved by Director of IT).					
72826	Non-Capital Equipment	Equipment that costs less that \$3,000.					
72827	Non-Capital Furniture/Fixtures	Furniture/Fixtures that costs less than \$3,000.					

### PURCHASE ORDERS

 A Purchase Order (PO) should be used when ordering merchandise or services for which an invoice requiring payment will be sent to the College. It is the approval method for ordering the College has adopted. Orders placed without a purchase order do not have the approval or authorization of the College. Without an authorized purchase order, the College maintains the right to refuse payment for the order.

### WHEN TO USE A PURCHASE ORDER

- A Purchase Requisition Form is to be used for all requests for the purchase of commodities and services from outside vendors.
  - Print legibly. Fill in all areas, including requisition date, requester's telephone number, account number, complete delivery address, authorized signatures and date delivery is needed.
  - Verify the Vendor has all necessary paperwork on file with the Business Office.
  - PLEASE NOTE: For purchases in excess of \$10,000 you may be required to request a quote from multiple vendors. ("Single Source" documentation should include information regarding unique performance factors, why these factors are required, other products researched, and why they are not acceptable substitutions).
  - All orders exceeding \$3000 must be approved by a Cabinet member.
  - All orders exceeding \$5,000 require additional approval by the Vice President for Finance and Administration.
  - All budget managers making purchases with federal funds will follow Federal regulations which require the College to seek bids for purchases of more than the simplified acquisition threshold (45CFR 74.40-74.48).

### WHEN NOT TO USE A PURCHASE ORDER

- Purchases less than \$100 require an Expense Reimbursement Form or a Check Request Form.
  - When a vendor will not accept a purchase order and payment in advance is required, a Check Request will be used.
  - For renewal of annual memberships and subscriptions, use a Check Request.
  - For reimbursement of travel expenses, use an Expense Reimbursement Form.
  - Book purchases should be submitted to the Bookstore
  - Printing should be submitted to External Relations via the website.
  - Orders from Staples/Office Depot will use online ordering.
  - Capital equipment purchases, regardless of the amount, should go through the appropriate Cabinet member.
  - Computer and related items: all POs for computers, software and related items (printers, scanners, monitors, etc.) from all areas of the College must be processed through and approved by the Director of Information Technology Services (ITS).

## HOW TO COMPLETE A PURCHASE ORDER

- Purchase Orders must be completed using Docusign.
- Approved budget managers can submit a purchase order request and invoice using the Automatic Purchase Order through (See Frequently used forms on Business Office website). A vendor number must be on included on the docusign request.
- Click <a href="https://apps.centenary.edu/forms/frequent">https://apps.centenary.edu/forms/frequent</a>
- Login using your network password and email address
- Click Automated Purchase Order
- Purchase Order for Capital/Fixed Assets Purchases (If you are purchasing a Capital expense)
- Purchase Orders \$3,000.00 or LESS (If your purchase is less than \$3,000.00)
- Purchase Order MORE than \$3,000.00 (If your purchase is more than \$3,000.00)
- Purchase Order Blanket (For reoccurring purchases)

#### PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

#### Requester (Person initiating the request)

#### Your Name: \*

Full Name

#### Your Email: \*

Email Address

Please provide information for any other signers needed for this document.

### Next Level Approver (Please fill in name and E-mail below)

N	•	n	•	-	•

Full Name

#### Email:

Email Address

### IT Director (Please enter Director's name and E-mail if coordination is required)

Name:

Full Name

#### \_\_\_\_\_

#### Email:

Email Address

#### Fac Director (Please enter Director's name and Email if coordination is required)

#### Name:

Full Name

#### Email:

Email A	Address				En

Enter your name here										
Enter your email here										
Enter budget manager name here										
Enter budget manager email here	,									
Enter IT Director name here (Scot	t Merr	ritt) if p	urchasi	ing com	puter/	softwa	re purc	hases		
Enter IT Director email address he	ere (Sc	ott Mer	ritt) if	purcha	sing co	mputer	/softw	are pur	chases	
Enter Facilities Director name	nere (C	hris Sar	npite)	if purc	hase re	lated t	o facili	tes and	mainte	enance

### PURCHASE ORDER FORM

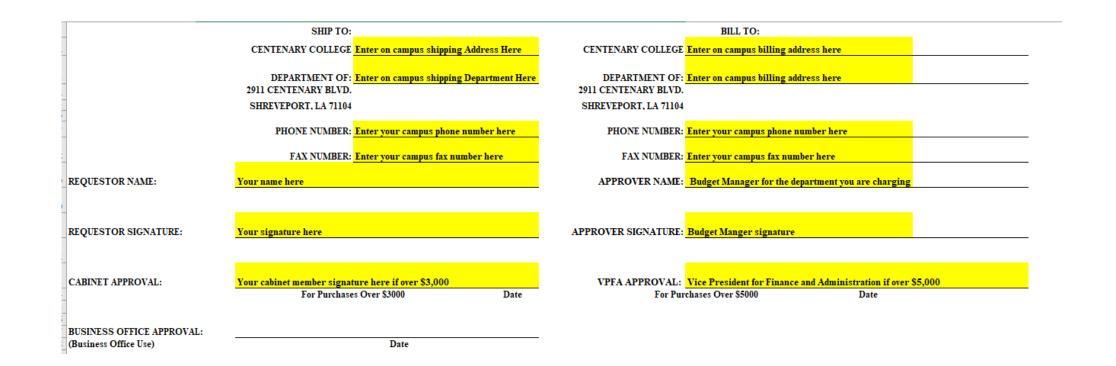
DATE REQUIRED: Enter the date you need the purchase here

		P. O. NUMBER	<u>ا</u>
			(Assigned by Business Office)
		BANNER ID NUMBER:	Enter vendor number here (See approved vendor list)
The P.O. number must appear	on all related correspondence, shipping j		: Enter fiscal year here
ENDOD NAME	For the second	DATE	Enter date here
ENDOR NAME	Enter vendor name here	DAIL:	Enter date here
DDRESS:	Enter vendor addess here	BANNER FOAPAL	: Enter FOAPAL puchase will be charged to here
HONE NUMBER:	Enter vendor addess here		
HOLL HUMBER.	Litter vehicle addess here		

AX NUMBER

Enter vendor addess here

UANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
inter quanity per item here	Enter the description of the items needed here	Enter cost per item here	Enter cost per item
			* quantity here
inter quanity per item here	Enter the description of the items needed here	Enter cost per item here	Enter cost per item
			* quantity here
inter quanity per item here	Enter the description of the items needed here	Enter cost per item here	Enter cost per item
			* quantity here
inter quanity per item here	Enter the description of the items needed here	Enter cost per item here	Enter cost per item
			* quantity here
inter quanity per item here	Enter the description of the items needed here	Enter cost per item here	Enter cost per item
			* quantity here
	Tax Exemption Certification-These items will be under the control of and for the sole use and benefit of Centenary College and are exempt from sales and use taxes according to Louisiana Department of Revenue, Sales & Use Tax Rule LA,RS 47:301(8)(b) and IRS Revenue Code 501(c)(3)		
e sure to include shipping and	handling in your request	TOTAL	Total Cost



## WHO IS APPROVED SUBMIT A CHECK REQUEST

- Accounts Payable processes all payments for goods and services. Centenary College's purchasing policy's objective is to enhance monitoring of expenditures of the college budget.
- Expenses Under \$3,000: Only approved budget managers are authorized to submit an invoice/check request for payment. All expenditures under \$3000, must be countersigned by the approved budget manager for the respective org code. All budget managers received a notice with the org code they are authorized to approve.
- Expense Over \$3,000: Expenditures over \$3,000, must be approved by the budget manager for the respective org and the cabinet member that oversees the department. All budget managers received a notice with the org code they are authorized to approve.
- An approved budget manager list is maintained in the Business Office. For additional information on your budget manager please contact the Business Office at business\_office@centenary.edu

## TYPES OF CHECK REQUESTS

- Invoice: An invoice is a document given to the buyer by the seller to collect payment. It includes the cost of the products purchased or services rendered to the buyer. Invoices can also serve as legal records, if they contain the names of the seller and client, description and price of goods or services, and the terms of payment.
- Reimbursement: Reimbursement is money paid to an employee or customer, or another party, as repayment for a business expense. Receipts need to be submitted to the Business Office within 30 Days of travel or purchase. See Reimbursement policy for details.
- Advance: An advance is money paid to an employee or student in advance of college business that will be applied toward expenses. Receipts need to be submitted to the Business Office within 30 Days of travel or purchase. See Cash Advance policy for details

# HOW TO COMPLETE AN AUTOMATED CHECK REQUEST

Check requests be submitted using docusign or delivered to the Business Office. If you are a budget manager you should have a docusign account. If you do not have a docusign account an automated check request can be found on the Business Office website at: <u>https://apps.centenary.edu/forms/frequent</u>

- Click <u>https://apps.centenary.edu/forms/frequent</u>
- Login using your email address and password
- Click Accounts Payable Check Request

### **PowerForm Signer Information**

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

### Requestor (Fill in your name and E-mail below)

Your Name: \*

Full Name

Enter Your Name Here

#### Your Email: \*

Email Address

Enter Your Email Address Here

Please provide information for any other signers needed for this document.

### Next Level Approver/Budget Manager (If you are the Budget Manager skip this role)

Name:

Full Name

Enter Budget Manager Name Here

Email:

Email Address

Enter Budget Manager Name Here

### Cabinet Member (If request is more than \$3,000 or you are the Budget Manager)

Name:

Full Name	
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Email:

Email Address

Your cabinet member if purchase over \$3,000.00

Your cabinet member's email address if purchase is over \$3,000.00

VP Blue (Skip, if less than \$5,000)

Name:

Full Name

Robert Blue, VPFA if purchase is over \$5,000.00

Email:

Email Address

Robert Blue's email address if purchase is over \$5,000.00

**BEGIN SIGNING** 

### CENTENARY COLLEGE OF LOUISIANA CHECK REQUEST

Invoice Reimbursement Advance						
ID Number	See Vendor List					
Please Prepare a Check Payable To	Enter Vendor Na	Ime Here				
Mail To Address (if different than on invoice)	Enter Vendor Ad	Idress Here				
Campus Mail Box/Department	Enter Campus B	ox or Department Here if you	want to pick-up c	heck		
Notify When Check is Ready to Pick up at Need Check By		I Em	_	Let me k	now when ready	
ENTRY DESCRIPTION:				PROG		
FUND (5 DIGITS)	ORG (4 DIGITS)	ACCOUNT (5 DIGI	ITS)	DIGITS)	Activity Code	AMOUNT
Enter Fund Number Here. Usually 11000	Enter Org Here	Enter Account Number Here Used Account Nu			Enter Activity Code Here if required	Enter Invoice Amount Here
						\$
						\$
						\$
			INVOICE TOTAL			Enter Total Here
REQUESTED BY		DEPT	DATE			
REQUESTED BY YOUR NAME GOES HE	RE	YOUR DEPARTMENT GOES HERE	DATE DATE YOU SIGNED GOE	S HERE		
	RE	YOUR DEPARTMENT GOES HERE	DATE YOU SIGNED GOE			

ROBERT BLUE'S SIGNATURE GOES HERE

DATE ROBERT BLUE SIGNED GOES HERE

# WHEN ARE CHECK PROCESSED

Accounts Payable runs checks once a week, on Thursday morning, and checks are normally mailed on Fridays. Check Request and Invoices need to be submitted to the Business Office by Ipm on Wednesday in order to be processed in the current week's check run. During holiday weeks or inclement weather, the check run schedule may be changed. The campus community will be notified in advance when the schedule is changed.

### ALLOWABLE EXPENSES

### Allowable Expenses

- Airfare/Rail
- · One alcoholic drink per meal, or one bottle for three or more attendees
- Business Meals with External Business Community Members. (This will include local business meals.)
- Car Rental
- Car Service
- Checked Baggage Fees
- Conference Registration
- Flight Insurance (With Cabinet level approval)
- Gasoline or Mileage
- Gift Card (Considered Taxable Income for Recipient. Will be reported on 1099 or W-2)
- Hotel Reservation
- Membership Dues to Professional Organizations (Must be related to job duties)
- On or Off-Campus Lunches/Entertainment up to \$500 with only faculty, staff, and/or students present will be allowed. (Each divisional Vice President will have the authority to approve parties within the division, which contribute to the mission of the unit. This approval would allow for the purchase of small refreshments.)
- On-line Job Advertisements (Please contact Human Resources Department to place job advertisements with vendors.
- Operational/Instructional Supplies and Equipment
- Parking
- Professional Subscription Services
- Restaurants and Food Marts (conducting business for Centenary College)
- Shuttles
- Taxi Cabs
- Tolls
- Webinars

### DISALLOWABLE EXPENES

#### **Disallowable Reimbursements**

- Disallowed College Purchases: The following list of disallowed charges is not meant to be comprehensive but should provide the user with guidance on the appropriateness of charges. Request for exceptions must be approved, in writing, by the Vice President for Finance and Administration prior to purchase.
- Personal Subscription
- Parking or Traffic Violations
- Airline Clubs
- Personal Entertainment (movies, books, magazines, etc.)
- Childcare Expenses and Pet Boarding
- Conference Tours
- Fees involved by extending the trip for personal vacation
- Gift Cards (These should be processed as an advance. Considered Taxable Income for Recipient. Will be reported on 1099 or W-2)
- Lost or Stolen Property
- Contractual Services
- Tobacco Products
- Cash Advances
- Electronics (computers, laptops, iPads, tablets, printers, fax machines, copy machines, etc.) not authorized by IT Department. Employees are required to contact the IT department for approval before ordering directly. An approval from the IT Department must accompany receipt(s)
- · Costs incurred by unreasonable failure to cancel transportation or hotel reservations;
- Fines
- Accident insurance premiums
- Membership in AAA or airline clubs (exception may be made upon department approval for those who do substantial travel on College business);
- Other personal expenses such as "pay per view" movies, health and grooming services or supplies; hotel mini-bars
- The portion of rental car, hotel or other travel expense unrelated to College business;
- Excessive tips (Excess of 20%)
- Excessive alcoholic beverage purchases. The general rule of thumb is the College will reimburse one drink per meal, per person. Alcoholic beverages should be submitted on a separate receipt.

### EXAMPLES OF ACCEPTABLE RECEIPTS

- <u>Restaurant receipts should include: (see Example 1)</u>
  - Name of restaurant
  - Date
  - Number and name of guests
  - Itemized listing of food/beverages and price of each
  - Total charges
  - Amount paid
  - Not acceptable:
    - · Customer copy of credit card receipt listing only amount
    - Copies not legible or information cut off by copier
    - Purchase of alcoholic beverages
- Store receipts should include: (see Examples 2 & 3)
  - Name of store
  - Date
  - Itemized listing of purchases and price of each
  - Total charges
  - Amount paid
  - Not acceptable:
    - Customer copy of credit card receipt listing only amount
    - Copies not legible or information cut off by copier
    - Personal purchases cannot be reimbursed
    - Purchase of alcoholic beverages
- <u>Taxi receipts should include: (see Example 4)</u>
  - Name of taxi company/driver
  - Date
  - Destination from/to
  - Amount including tip if applicable
  - Not acceptable:
    - Blank receipts

Parking receipts should include: (see Example 5)

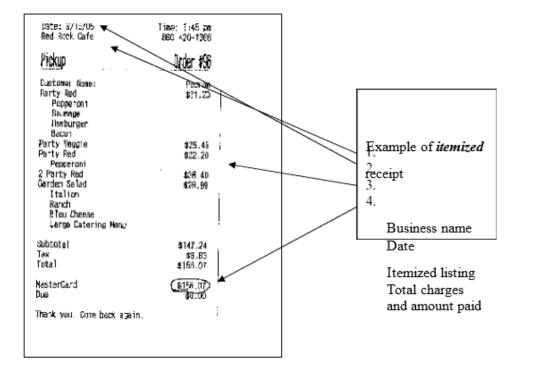
- Name of company
- Date and time in
- Date and time out
- Total charges
- Amount paid
- Not acceptable:
  - Blank receipts
- Train receipts should include: (see Example 6)
  - Name of railroad
  - Date
  - Number of tickets purchased
  - Total charges
  - Amount paid

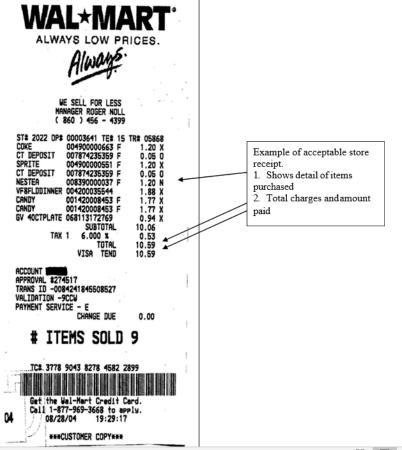
- Hotel receipts should include: (see Example 7)
  - Name of hotel and address
  - Check in date
  - Check out date
  - Number of guests/rooms
  - Room rate/taxes/fees per night's stay
  - Total charges
  - Amount paid
  - Not acceptable:
    - Customer copy of credit card receipt listing only amount
    - Copies not legible or information cut off by copier
- Hotel/Airfare itinerary receipts should include: (see Examples 8 & 8a)
  - Name of business and address
  - Dates of travel
  - Number of guests/rooms
  - Room rate/taxes/fees per night'sstay
  - Names of all traveling if in group
  - Total charges
  - Amount paid
  - Not acceptable:
    - Customer copy of credit card receipt listing only amount
    - Copies not legible or information cut off by copier
- Car rental receipts should include: (see Example 9)
  - Name of business and address; contact information
  - Dates of rental
  - Type of vehicle rented
  - Rates/taxes/service fees per vehicle
  - Total charges

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- Amount paid
- Not acceptable:
  - Customer copy of credit card receipt listing only amount
  - Copies not legible or information cut off by copier

Example 2 - Store Receipt - Credit Card Payment



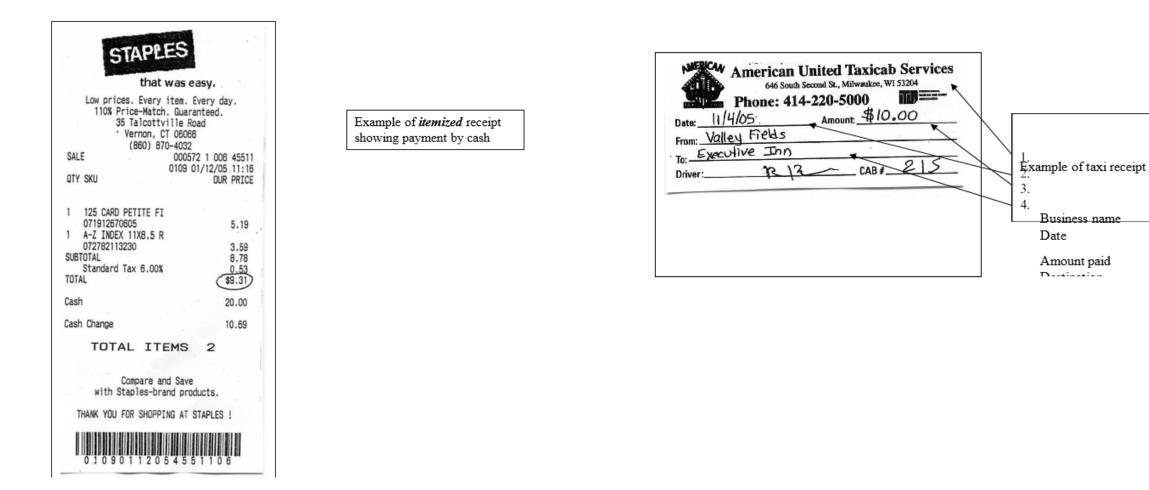


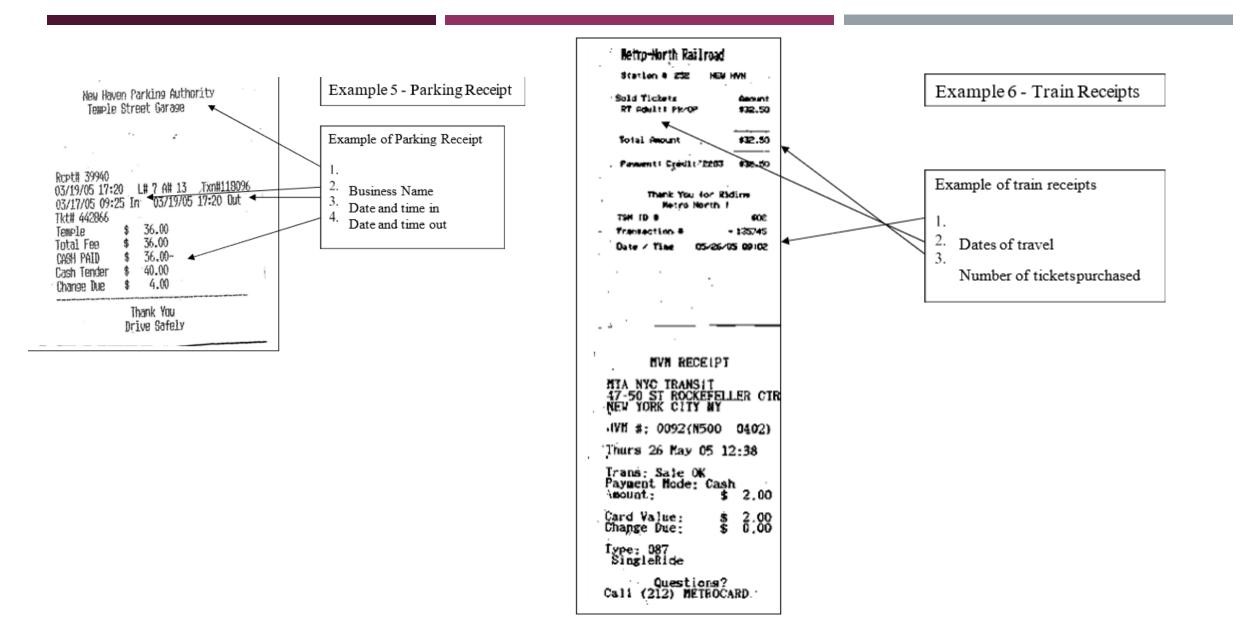
R E E

Example 3 - Store Receipt - Cash Payment

Example 4 - Taxi Receipt

Amount paid





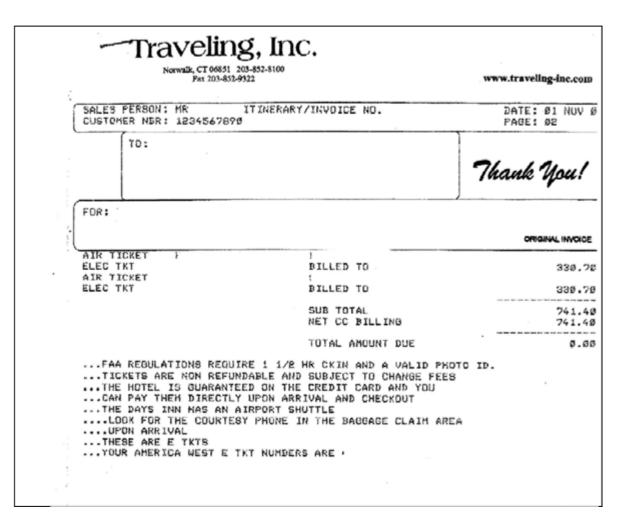
#### Example 8 - Travel Itinerary Receipt

This is example of an itinerary submitted for reimbursement for complete travel including airfare and hotel. The itinerary is submitted when E-tickets are used for travel.

		Veling, Li ralk, CT 06851 203-852-810 Fax 203-852-9322			www.traveling-inc.com
	SALES PERSON: 1 CUSTOMER NBR:	1R IT INER 1234567890	ARY/INVOID	E ND.	DATE: Ø1 NOU PAGE: Ø1
1.11.1.11.1	TO:		•		Thank You!
ind an a start	FOR			۰.	ORIGINAL INVOICE
	LV NER DEPART AR PHO	A WEST YORK JFK ': TERMINAL 7 DENIX :: TERMINAL 4 SEA	T-14A	ECDNDHY 788A 1848A	FOOD FOR PURCHASE EQP: AIRBUS A319 ØSHR 40HIN NON-STOP REF: VC448T
	1221 E TEMPE FONE 4 FAX 4 GUARAN	X		OUT-22DEC 2 NIGHTS 1 ROOM RATE-53.10USD CANCEL BY Ø4P	PER NIGHT Day of Arrival
and the second sec	LV PHO DEPART AR NEW	A WEST DENIX : TERHINAL 4 YORK JFK : TERMINAL 7 SEA	FLT:14 7-21D T-21F	ECONOMY 1254P 729P	FOOD FOR PURCHASE EOP: AIRBUS A319 Ø4HR 33MIN NON-STOP REF: VC44BT
	Ø2 NOV Ø4 - 1 OTHER NORWAL TRANSA VOUCHE	K CTION FEE			
	OTHER NORWAL TRANSA VOUCHE	CTION FEE	BILLED		40.0
			BILLED		40.00
			CONTINUED	DN PAGE 2	

Example 8a - Continuation of Itinerary Receipt

This is continuation of itinerary showing amount due and credit card payment made.



### Example 9 - Car Rental Receipt

