1. **Supplies & materials**: Cash register receipt or invoice showing, for each item purchased:
   a) Transaction date
   b) Merchant name
   c) Line Item Quantity
   d) Line Item Description
   e) Line Item Unit price
   f) Line Item Total
   g) Total amount of charge (must equal amount shown on monthly billing statement)
   h) No tax charged
2. **Dues & Subscriptions**: Order form or renewal form showing:
   a) Name of publication
   b) How long subscription is for
   c) Name of employee for whom paid
   d) Relevance to job duties, if not obvious from the title
3. **Group Meals** – as defined by State Accounting Office Travel Regulations for State employees
   a. Prior written authorization from Department Head
   b. Roster signed by all attendees
   c. Copy of meeting agenda
   d. Invoice showing
   e. Description of meal
   f. Unit cost of each meal
   g. Total cost of purchase
   h. No tax charged
4. **Monthly Statements / Multiple Invoices**:
   a. Copy of merchant/vendor statement
   b. Appropriate invoice(s) as described above
   c. Adding machine tape attached showing that total of individual invoices balances with total of statement
5. **Airline Tickets** – invoice/itinerary showing:
   a) Total cost
   b) Name of passenger(s)
   c) Dates of travel
   d) Origination and destination points
6. **Printing/advertising**:
   a) Copy of invoice showing:
   b) Date of invoice
   c) Merchant/printer name
   d) Quantity
   e) Description of what was printed
   f) Unit price
   g) Total line item amount
   h) Total amount of charge (must equal amount shown on monthly billing statement)
   i) No tax charged
   j) Copy of advertisement, brochure, or other printed document
7. **Freight charges**:
   a. Package Delivery – invoice or receipt showing sender, recipient, amount of charge
   b. Over-the-road freight carrier
      i. Origination point
      ii. Destination point
      iii. What was shipped
      iv. Amount of charge (must equal amount shown on monthly billing statement)
8. **Conference/training registrations** – In addition to the invoice, official brochure or registration form showing:
   a. Name of company or sponsoring organization
   b. Dates of the conference/training/seminar
   c. Agenda showing topics covered
   d. Name of attendee(s) and their job titles
   e. Relevance to job duties if not obvious