Required Supporting Documentation

Quotes	Receipt	Invoice
An original document from the merchant showing:	*An original document from the merchant showing:*	*An original document from the merchant showing:*
- Merchant's Name and Contact Information - Descriptions of Quoted Items - Quantity of Each Item - Contract Number (If Applicable) - Description of additional charges (taxes, service fees, delivery, etc.) - Any Terms and Conditions	- Merchant's Name - Transaction Date - Amount Paid - Description of purchased item(s) - Description of Additional Charges (taxes, service fees, delivery, etc.) - Form of payment used	- Merchant's Name - Invoice Date - Amount Billed - Description of Billed Item(s) - Description of Additional Charges (taxes, service, delivery, etc.)