

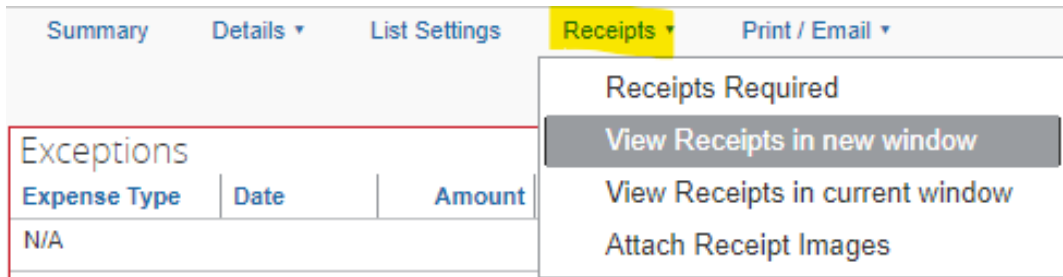
Instructions for Matching Receipts

It is critical that the Reviewer match the receipts as specified in the Final Check section of the Reviewer’s Checklist. Below are the steps to view and match these documents.

Final Check

Matching Receipts, Invoices and Quotes? (to include electronically uploaded credit card receipts which can be found under Receipts tab in the Concur Expense Report. Please select View Receipts in new window)	Yes or No	If yes, ready to approve.	If no, return the report to the cardholder with a request to include and resubmit.
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1. Select the “Receipts” tab from the menu bar at the top of the report
2. From the drop down menu select “View Receipts in new window”



3. Match and compare (a.) electronically uploaded receipt with the (b.) physical receipt uploaded by the card holder.

(a.)



AMZN MKTP US MK0C62F52
 AMZN.COM/BILL, WA 981090000
 Tax #: 202936165

MasterCard
 TRANSACTION DATE: Wednesday, September 30, 2020
 POSTED DATE: Thursday, October 01, 2020
 BILLING DATE: Saturday, October 03, 2020
 CREDIT CARD#: xxxx5616

Transaction Amount USD 19.97

Ref #: 1400BVXXHK0022391459

Purchased: 09/30/2020 Product Code: B017EKX0Z0

Additional Details

Description	Quantity	Amount	Unit Amount	Extended Amount
6 Outlet Surge Protector 15A 120V w	1.0000	USD 19.97	USD 0.00	USD 19.97

(b.)



Final Details for Order #114-3172170-3510612

Order Placed: September 30, 2020
Amazon.com order number: 114-3172170-3510612
Order Total: \$19.97

Shipped on September 30, 2020	
Items Ordered	Price
1 of: 6 Outlet Surge Protector 15A 120V with Flat Rotating Plug 10ft Power cord 3 Prong 6 Outlet Power Strip with 10 Feet Power Cable and 360 Degree Rotatin	\$19.97
Sold by: eDragon, Inc. (seller profile)	
Business Price	
Condition: New We can ship this item by Standard (Ground), Two day & p; Expedite shipping method. We do ship to APO/FPO MILI TARY addresses also.	
Shipping Address: Brandice MacDonald 6300 OCEAN DR PURCHASING BUILDING 115A CORPUS CHRISTI, TX 78412-5503 United States	Item(s) Subtotal: \$19.97 Shipping & Handling: \$0.00 ----- Total before tax: \$19.97 Sales Tax: \$0.00 -----
Shipping Speed: Economy Shipping	Total for This Shipment: \$19.97 -----

Payment information	
Payment Method: MasterCard Last digits: 5616	Item(s) Subtotal: \$19.97 Shipping & Handling: \$0.00 -----
Billing address Brandice MacDonald 6300 OCEAN DR PURCHASING BUILDING 115A CORPUS CHRISTI, TX 78412-5503 United States	Total before tax: \$19.97 Estimated Tax: \$0.00 ----- Grand Total: \$19.97

To view the status of your order, return to [Order Summary](#) .

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4. Match and compare these receipts to the transaction detail in the report.
5. If everything is a match, then you are ready to approve.
6. If everything does not match, then you need to return the report to the cardholder and ask them to correct and resubmit.