

COSTCO RECEIPT RECORD

DATE OF PURCHASE:

DEPARTMENT:

TRANSACTION AMOUNT:

NAME ON COSTCO CARD:

INDEX	ACCOUNT	ACTIVITY	AMOUNT
		TOTAL:	

If the purchase is for entertainment - attach the approved entertainment form.

Purchase Approved By:

Date:

Attach Receipt Here (One receipt per record)

Complete this form within 24 hours of purchase and attach receipt.
Forward to Business Services for payment.