

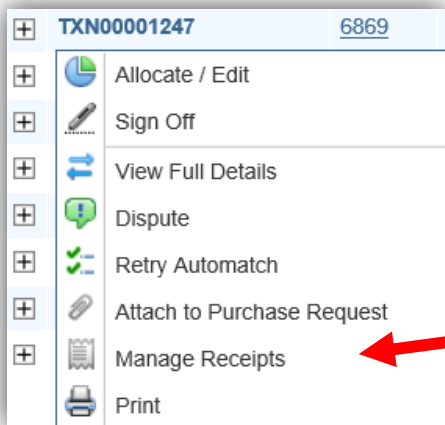
## Uploading Receipts & Supporting Documentation to Works

Receipts & Supporting documentation includes:

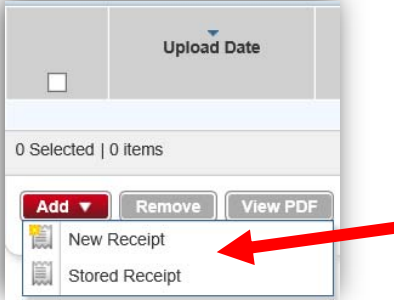
- Required information for paid receipts: vendor name, amount, date of payment, payment method, itemized description of purchase, and \$0 balance due.
- If not all of this information shows on the paid receipt where the vendor acknowledges they received the payment, the invoice showing purchase details should be included with the Works receipt upload.
- Signed packing slips or eVA Receiving printout.
- eVA purchase card order (PCO) documentation – PCO printout, quote, waivers and purchase file documentation (if applicable).
- Food & Travel (restricted to specific cardholders) – Required receipts and supporting documentation must include names and purpose of meal/travel.
- Memberships/Conference Registrations – Required receipts and supporting documentation must include names of registrant/members and documentation of approval from management prior to purchase.

**Below are instructions to attach a receipt / supporting documents to a single transaction.**

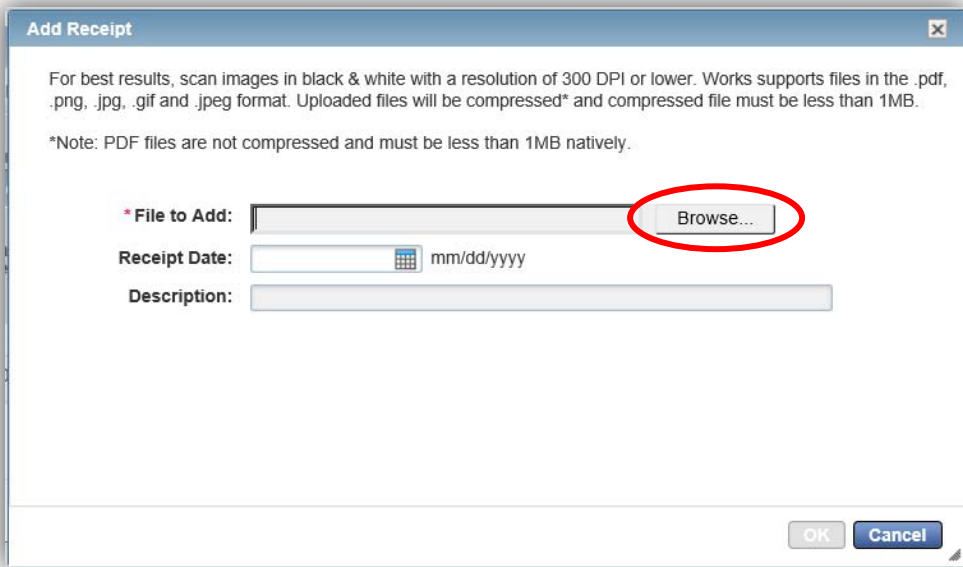
1. Click the TXN number and select Manage Receipts.



2. Select New Receipt to add a receipt from the current screen **or** select Stored Receipt for a receipt stored on the computer. (Stored receipts are those uploaded at the Action Items box that have not been attached to posted transactions.)

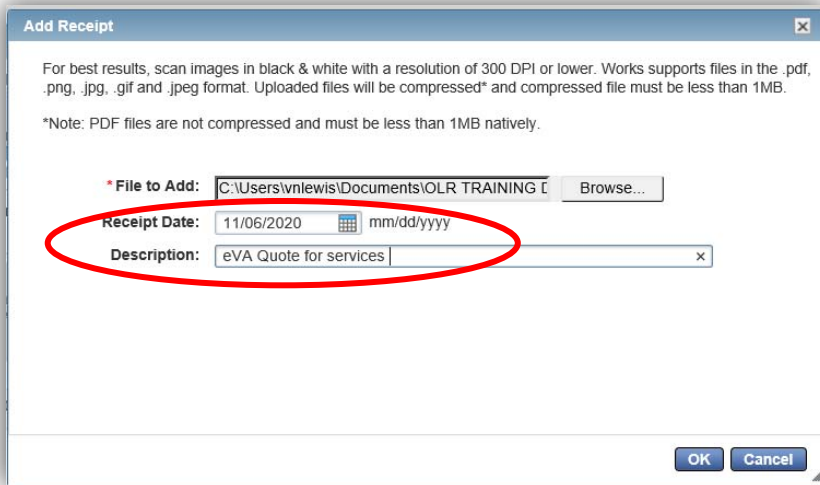


3. Click Browse to search for receipt.



Locate receipt in the appropriate file directory and click Open.

4. Enter receipt date and short description identifying the receipt. Click OK.



After receipt is attached, the named receipt will show as uploaded. The receipt information will appear, and additional supporting documents may be added to the transaction. Up to 20 documents (pdf, png, jpg, gif or jpeg) under 1MB may be attached to a single transaction.

Uploaded By	Receipt Date	File Name
<a href="#">Cardholder, Vicki</a>	11/10/2020	PAID INVOICE
<a href="#">Cardholder, Vicki</a>	11/03/2020	APPROVAL EMAIL_BUS

Uploaded Receipt column will update to read "Yes."

Uploaded Receipt

All ▾

[Yes](#)

[No](#)

[No](#)