



SUBMITTING RECEIPTS FOR
CHARGES ON A COMPANY
CREDIT CARD

ANYTIME YOU MAKE A PURCHASE WITH YOUR
COMPANY CREDIT CARD AN EMAIL NEEDS TO BE
SENT TO EVERNOTE WITH A COPY OF THE RECIEPT

THIS NEEDS TO BE DONE WITHIN 24 HOURS OF PURCHASE

Email Address: accounting1182.13ee98b@m.evernote.com

Subject Line: @XXXX *(the last 4 digits of your credit card)*

Body of email:

- Description of what you purchased.
- Property name you purchased item(s) for.
- If items purchased for stock, please indicate.

Receipts should have your name, property name or stock, and brief description written

EXAMPLES OF CORRECTLY FILLED OUT RECEIPTS



IF AN OWNER NEEDS TO BE CHARGED

In ADDITON to sending an email to evernote:

Within 24 hours of purchase create a new Maintenance Breezeway task or add notes to an existing Maintenance Breezeway Task to charge the owner.

Include the following:

- Copy of the receipt/invoice
- Photos of what the items were used for. Before and After photos are super helpful!
- Details as to what was done, how was it repaired, where in the property was the work done, were any items or materials replaced from stock? The more details the better! This will prevent questions coming through from the owner once the charge is viewed on the monthly owners statement.

Complete the task once finished. ***Tasks should not be closed until everything is completed on the task.**

VENDORS

Vendors should not be charging credit cards without approval in advance.

Receipts must be sent itemizing each charge.