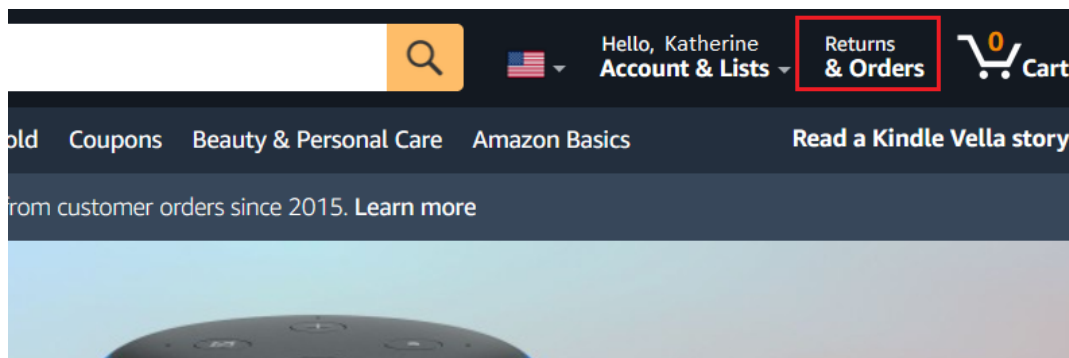


## Substantiation for Amazon Purchases

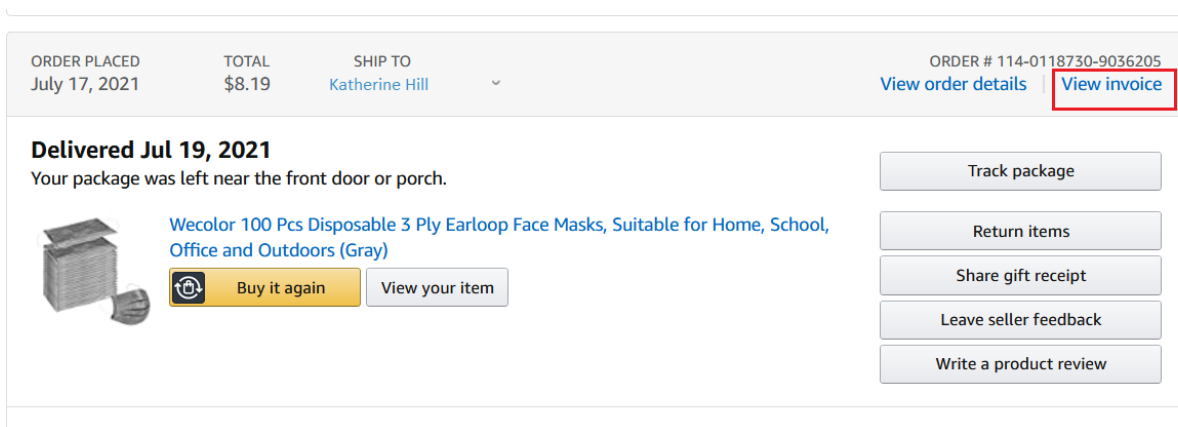
For purchases made on Amazon (using website or app), an itemized receipt can be accessed by logging into their website, or one will be emailed to you; this is the preferred source of substantiation.

### To Obtain Receipt from the Website

To access your receipt on the website, you will login using your email address and password. Click on Returns & Orders next to profile name.



Select the appropriate order and click on View invoice.



Click on Print this page for your records, and then print a copy of the delivered PDF receipt for substantiation.



**Final Details for Order #114-0118730-9036205**

[Print this page for your records.](#)

Order Placed: July 17, 2021  
Amazon.com order number: 114-0118730-9036205  
Order Total: \$8.19

**Shipped on July 18, 2021**

**Items Ordered**

1 of: *Wecolor 100 Pcs Disposable 3 Ply Earloop Face Masks, Suitable for Home, School, Office and Outdoors (Gray)*

Sold by: Wecolor ([seller profile](#))

Condition: New

**Price**

\$7.64

**Shipping Address:**

Katherine Hill  
1234 Main St.  
Ventura, CA

**Shipping Speed:**

FREE Prime Delivery

**Payment information**

**Payment Method:**

Visa | Last digits: 6357

Item(s) Subtotal: \$7.64

Shipping & Handling: \$0.00

**Billing address**

Kimberly Hogan  
396 Bent Twig Ave  
Camarillo, CA 93012-5144  
United States

Total before tax: \$7.64

Estimated tax to be collected: \$0.55

**Grand Total:\$8.19**

**Credit Card transactions**

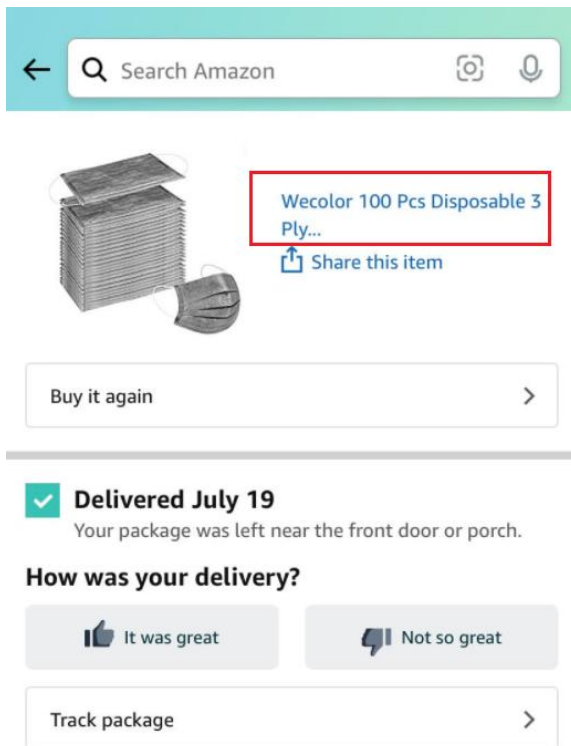
Visa ending in 1234 July 18, 2021: \$8.19

## To Create Substantiation Document Using Screenshots from the App

If a printed, web-based or emailed receipt is not available, you may create a substantiation document of required substantiation with screenshots from your app on the phone. These screenshots must be printed out prior to requesting Petty Cash reimbursement; showing the information on your phone to Cashier is not sufficient.

- Open Amazon App
- Click on Menu at bottom of screen
- Click on Orders
- Choose Applicable Order

Click on item name.



Click on View order.

**Last purchased Jul 17, 2021.**

100 Count (Pack of 1) , Grey

[View order](#)

Visit the Wecolor Store

★★★★★ 18,497

Wecolor 100 Pcs Disposable 3 Ply Earloop Face Masks, Suitable for Home, School, Office and Outdoors (Gray)



Take Screenshot to show supplier name, date of transaction, transaction total and itemized list of purchases.

Scroll to take Screenshot of bottom of page to show payment method and name of recipient.

← Search Amazon


### View order details

Order date	Jul 17, 2021	
Order #	114-0	5205
Order total	\$8.19 (1 item)	

### Shipment details

FREE Prime Delivery

**Delivered**  
Delivery Estimate  
**Monday, July 19, 2021 by 10pm**

	<b>Wecolor 100 Pcs Disposable 3 Ply Earloop Face Masks, Suitable for...</b>	\$7.64
	Qty: 1	
	Sold By: Wecolor	

Track shipment >

← Search Amazon

### Payment information

**Payment Method**  
Visa ending in 1234

**Billing Address**  
396 Bent Twig Ave  
Camarillo, CA 93012-5144

### Shipping address

Katherine Hill  
1234 Main St.  
Ventura, CA

### Order Summary

Items:	\$7.64
Shipping & Handling:	\$0.00
Total Before Tax:	\$7.64
Estimated Tax Collected:	\$0.55
<b>Order Total</b>	<b>\$8.19</b>