

Receipt requirements

All incoming receipts, must include an itemised list of what was supplied. Below is an example of an itemised receipt and what is must include:

ABN: 96 799 820 080

James Cook University Student Association
Student Services Mall
Angus Smith Drive
Townsville QLD 4811

ABN is included

Store name clearly is clearly identified

Print Copy

Qty	Description	Extend
1	International Event	20.00
1	International Event	20.00
	Subtotal	36.36
	Taxes	3.64
	Total	\$40.00
	Paid Debit Card	\$40.00

Item and price individually listed

GST identifiable

Total cost is identifiable

Receipt# 6190

Date: 16/08/2019, 4:27 PM

Thank You for Shopping with us!

Receipt number

Date of the transaction

JCUSA will not accept the following

- EFTPOS slips;
- Receipts that don't show the amount as having been paid;
- Ticket stubs;
- Screen shots of bank transfers/direct deposits; and
- Receipts from overseas must be in English and be from a registered business in the appropriate country.