Business receipt capture checklist

Stop losing deductible expense evidence before bookkeeping.

Three steps

1. Collect original receipts
2. Record the business purpose
3. Reconcile against statements

A worked example

Date	Nov 12
Vendor	Print shop
Amount	45
Purpose	Samples
Receipt location	Receipts folder

The expense has a clear purpose and retrievable record.

Tax treatment varies by jurisdiction.

Business receipt capture checklist

Use one row per item or decision. Start with what you know.

Date	Vendor	Amount	Purpose	Receipt location

My next action / when