

Grinnell College Community Engagement Award

Directions for Financial Accounting

Directions

- 1) Keep all receipts of purchases used with the Community Engagement Award funds.
- 2) Please tape receipts to blank 8.5 x 11 sheet of paper in order of purchases made, numbering each receipt in date order.
- 3) Create spreadsheet that lists all receipts in date order (fillable Excel spreadsheet available at <http://www.grinnell.edu/about/offices-services/community-enhancement> under the Documents tab)
 - a. In headers, note the date, receipt #, vendor, amount of expense, and category of expense (see below for example).

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	A	B	C	D	E	F	G
1	Receipt Summary Example						
2	Date	Receipt #	Amount \$	Vendor	Category	Note	Subtotal
3	1/1/2014	1	60.60	HyVee	supplies		
4	1/2/2014	2	54.65	Piggly Wiggly	supplies		
5	1/3/2014	3	34.81	Price Chopper	tools		
6	1/4/2014	4	20.00	Roadside stand	supplies	No printed receipt	
7	1/5/2014	5	45.78	Wal-Mart	tools		215.84
8	1/6/2014	6	15.33	Wal-Mart	supplies	Combined with line above, \$61.11 total	15.33
9	1/7/2014	7	39.74	Lamar Travel Plaza	transportation	gas	
10	1/8/2014	8	70.38	Prime Time #16	transportation	gas	
11	1/9/2014	9	2.00	OH Turnpike	transportation	toll, forgot to ask for receipt	112.12
12	TOTAL						343.29
13							
14							
15							

- 4) Submit receipts and spreadsheet to the Center for Careers, Life, and Service Office (CLS), located on 1127 Park Street, Grinnell, IA 50112-1670. As a reminder, the deadline for receiving receipts is June 15, 2015.
- 5) For questions, please contact Angela Winburn at winburn@grinnell.edu.