



Guide to Recognizing a Paid Receipt

A paid receipt is an essential document that proves a financial transaction has been completed and no further payment is due. When submitting proof of payment, ensure the document meets the following criteria:

Key Features of a Paid Receipt:

1. **Zero Balance Due:** The receipt must clearly state that the balance due is \$0.00 or explicitly indicate "Paid in Full."
2. **Transaction Date**
3. **Payment Method**
4. **Itemized Details:**
 - List of items or services purchased and total cost.
5. **Vendor Information:**
 - Name of the vendor or service provider.
 - Contact details, such as address, phone number, or email.
6. **Receipt Number** (if applicable): A unique identifier for the receipt issued by the vendor.
7. **Acknowledgment of Payment:**
 - Phrases like "Paid," "Payment Received," or "Thank You for Your Payment."


Examples of Paid Receipts:

- **Paper Receipt:** Commonly issued by stores or service providers at the point of sale.
- **Emailed Receipt:** Digital confirmation of payment, often provided for online purchases.
- **Invoice Marked Paid:** An invoice with a stamp or note indicating that payment has been received and no balance remains.

Photo examples of acceptable receipts on next page.

Example of Paper Receipt

Vendor Name + Details

Walmart 
Save money. Live better.

(972) 731 - 9576
MANAGER JOE RIVERA
8801 OHIO DR
PLANO TX 75024

Itemized List of Purchases

ST# 2883	OP# 00007355	TE# 09	TR# 05061
COM 3PC SET	088851018239		9.44 X
COM 3PK BDS	088614999361		7.24 X
COM BDS	088614999352		7.24 X
DR SMITHS	030178033003		7.97 N
COM 2PK HAIR	007153412962		4.97 X
BABY WIPES	003700087095		1.97 X
COM 4PK SOCK	007153413049		4.97 X
COM 4PK SOCK	007153413048		4.97 X
1P OPU G 0/3	004721376373		2.00 X
PAMPERS	003700086358		24.94 X
B BRNMSANML	004400000379	F	1.48 N
AW PATROL	077898806441		6.97 X
	SUBTOTAL		84.16
TAX 1	8.250 %		6.16
	TOTAL		90.32
	DEBIT TEND		90.32
	CHANGE DUE		0.00

Payment Method

EFT DEBIT PAY FROM PRIMARY
90.32 TOTAL PURCHASE
ACCOUNT # **** * 2900 S
REF # 421000235152
NETWORK ID. 0090 APPR CODE 887979
TERMINAL # MX294477

Total paid matches total OR indicates \$0.00 due.

07/29/14 13:57:53

ITEMS SOLD 12

TC# 0243 0702 1923 5163 4126

Teacher Appreciation 7/25 - 7/31
Walmart.com/teachers, redeem by 8/15
07/29/14 13:57:55

Date of Purchase

Example of Online Receipt



Vendor Name

Final Details for Order #113-6041280-8281842

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

Order Placed: October 23, 2024

Amazon.com order number: 113-6041280-8281842

Order Total: \$10.80

Shipped on October 23, 2024

Items Ordered

1 of: Poppy's Paper Popcorn Bags - 200 1oz Concession-Grade Bags, Popcorn Machine Accessories for Popcorn Bars, Movie Nights, Concessions

Sold by: ALBEN PRODUCTS (seller profile)

Supplied by: ALBEN PRODUCTS (seller profile)

Condition: New

Price

\$9.99

Itemized List of Purchases

Shipping Address:

[Redacted]

Shipping Speed:

FREE Prime Delivery

Total paid matches total OR indicates \$0.00 due.

Payment information

Payment Method:

Visa ending in [Redacted]

Billing address

[Redacted]

Credit Card transactions

Item(s) Subtotal:	\$9.99
Shipping & Handling:	\$0.00

Total before tax:	\$9.99
Estimated tax to be collected:	\$0.81

Grand Total:	\$10.80

Visa ending in [Redacted]: October 23, 2024: \$10.80

To view the status of your order, return to Order Summary.

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[Back to top](#)

Date of Purchase + Payment Method

English

United States

Help

Estimate vs Invoice

ESTIMATE

Boston Tea Enterprises, Inc.
Boston Tea Company
 313 North East 21st St
 Springfield, IL 62715
 (888) 555-5555



Martha's Cherry Pies, Inc.
 Martha Washington
 500 Blossom Ave
 Baltimore, MD 21209

Estimate #: 3
 Date: 12/28/2022
 Expires On: 12/29/2022

DESCRIPTION	QUANTITY	PRICE	AMOUNT
Tea Kettle	2.00	\$20.00	\$40.00
Green Tea	4.00	\$6.00	\$24.00
Project Description		SUBTOTAL:	\$64.00
Thank you for your business. Please let us know if you have any questions about your estimate.		LIBERTY COUNTY SALES TAX - 6%:	\$3.84
		TOTAL:	\$67.84

Estimates do not qualify as receipts or indicate payment was made.

INVOICE

Boston Tea Enterprises, Inc.
Boston Tea Company
 313 North East 21st St
 Springfield, IL 62715
 (888) 555-5555



Martha's Cherry Pies, Inc.
 Martha Washington
 500 Blossom Ave
 Baltimore, MD 21209

Invoice #: 10
 Invoice Date: 12/29/2022
 Due Date: 12/29/2022

DESCRIPTION	QUANTITY	PRICE	AMOUNT
Tea Kettle	2.00	\$20.00 /Each	\$40.00
Green Tea	4.00	\$6.00 /oz.	\$24.00
		SUBTOTAL:	\$64.00
		LIBERTY COUNTY SALES TAX - 6%:	\$3.84
		TOTAL:	\$67.84
		BALANCE DUE:	\$67.84

Invoices reflect the FINAL price.

For reimbursements requests, invoices must indicate 0.00 balance due.

For Purchase Order requests, invoices must indicate the balance due.