CAPSTONE RESTAURANT GROUP

CAPSTONE RESTAURANT GROUP
MANUAL PAID OUT RECEIPT FORM

For handymen, donations or other paid outs
When the vendor or supplier does not provide an invoice or a receipt
(Please attach this form and any supporting documentation to the appropriate paid out log)

Restaurant # Select _____ Date: _____

Vendor/Worker Name: _____

Paid Out Description:

Paid Out Amount: $ _____

G/L Account: _____ (A/P Use only)

Vendor/Worker Signature: _____

Phone Number: _____

Manager/Shift Leader Signature: _____

Approval Process:		Signature (can be electronic- attach email)
General Manager:	up to $150	_____
RVP/OPS PTR/CFO:	over $150	_____