

In order for the Amazon receipts to be reimbursed we need a copy of the Final Details for Order/Invoice that shows the shipping address and the name of the person that purchased the items, see the instructions below.

Log-on to Amazon => Go to Your Account => Your Orders => Below the Order number please click the **Invoice** link (see the second screenshot below **Final Details for Order/Invoice**, please provide this copy with your expense reimbursement)

If you have questions, contact AP. Joannie 425-413-3436 jjequint@tahasd.us

The screenshot shows the Amazon 'Your Orders' page. At the top, there's a navigation bar with the Amazon logo, search bar, and user account information for Francis. Below this, the page title is 'Your Orders' with a search box and a 'Search Orders' button. There are tabs for 'Orders', 'Open Orders', 'Digital Orders', and 'Cancelled Orders'. A filter shows '22 orders placed in past 6 months'. Two order cards are visible:

ORDER PLACED	TOTAL	SHIP TO	ORDER #
December 30, 2014	\$43.36	Joannie Jequinto	109-1160221-2011412
December 22, 2014	\$0.00	Francis Jequinto	114-6503807-8940250

The first order is 'In transit' with an expected delivery of Friday, January 2, 2015 by 8pm. It contains 8 of Smead Poly Envelope, 1-1/4" Expansion, String-Tie Closure, Side Load, Letter Size, Clear, 5 per Pack (89521). The second order is 'Delivered' on Wednesday, December 24, 2014 by 8pm. It contains Install Bay BVST6 Spade Terminal Vinyl Connector 16/14 Gauge #6, Blue (100-Pack).

Final Details for Order #109-1160221-2011412

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

Order Placed: December 30, 2014
Amazon.com order number: 109-1160221-2011412
Order Total: \$43.36

Shipped on December 30, 2014	
Items Ordered	Price
8 of: Smead Poly Envelope, 1-1/4" Expansion, String-Tie Closure, Side Load, Letter Size, Clear, 5 per Pack (89521) Sold by: Amazon.com LLC Condition: New	\$4.99
Shipping Address: Joannie Jequinto TAHOMA DISTRICT OFFICE 25720 MAPLE VALLEY, WA 98038-8313 United States	Item(s) Subtotal: \$39.92 Shipping & Handling: \$0.00 ----- Total before tax: \$39.92 Sales Tax: \$3.44 ----- Total for This Shipment: \$43.36 -----
Shipping Speed: Two-Day Shipping	-----

Payment information	
Payment Method: Visa Last digits: 6604	Item(s) Subtotal: \$39.92 Shipping & Handling: \$0.00 ----- Total before tax: \$39.92 Estimated tax to be collected: \$3.44 ----- Grand Total: \$43.36 -----
Billing address Joannie Jequinto TAHOMA DISTRICT OFFICE 25720 MAPLE VALLEY, WA 98038-8313 United States	-----

To view the status of your order, return to [Order Summary](#).

Please note: This is not a VAT invoice.