



Foreign Receipt Addendum

This addendum must be completed if the P-Card receipt/invoice is in a foreign language and the vendor was unable to provide an English translated version. Due to audit and policy compliance requirements, all purchasing card supporting documentation must be legible.

Supplier Information

Supplier Name:	Order Date:
Supplier Address:	Invoice #:
Description:	Order #:
Fees:	Quantity:
Price:	Tax:
Freight/Shipping:	Total:

Cardholder Information

Full Name:
Report Name:
Comment:

Terms and Conditions of the Foreign Receipt Addendum

- All purchases must adhere to all [P-Card Policies and Procedure](#)
- Once you fill out this form, you are acknowledging you understand and comply to the foreign language Invoice/Contract between the vendor and Caltech.
- Please comment for Audit purposes if you do not identify what was purchased.
- Attach This document along with the foreign receipt.