FREE CHECKLIST

Receipt Management Checklist

A simple standard for capturing, storing and matching every business receipt so nothing goes missing before it's recorded.

AT THE TIME OF SPENDING

- [ ] Ask for a receipt for every business purchase, no matter how small.
  Small, uncollected receipts are the easiest expenses to lose track of.
- [ ] Photograph or scan the receipt the same day, before it can be lost or faded.
- [ ] Write the business purpose on the receipt if it isn't obvious (e.g. "client lunch — ABC Ltd meeting").

FILING THE RECEIPT

- [ ] Attach the photo/scan to the matching row in your expense tracker.
- [ ] Use a consistent file name: date, supplier, amount (e.g. 2026-09-14_ABCTraders_450).
- [ ] Keep digital receipts in one shared folder, not spread across personal phones.

WEEKLY REVIEW

- [ ] Check every expense logged this week has a receipt attached.
  Flag and follow up on any that don't — don't let it wait until month-end.
- [ ] Confirm receipts match the amount and date recorded in the tracker.
- [ ] File or archive the previous week's receipts so the working folder stays manageable.

MONTHLY REVIEW

- [ ] Count how many expenses this month are missing a receipt — aim for zero.
- [ ] Spot-check five receipts against their tracker entries for accuracy.

Pair this with the free Expense Reconciliation Template on the Resources page to log and reconcile expenses alongside their receipts.