



WEST ASCENSION PARISH HOSPITAL		
Policy Name: RECEIPTS POLICY		Policy Number:
Department: ACCOUNTING	Effective Date: 1/1/2025	Page: Page 1 of 2

RECEIPTS POLICY

1. PURPOSE

The purpose of this policy is to establish clear guidelines for the submission, classification, storage, and retention of receipts at West Ascension Parish Hospital. This policy ensures compliance with financial regulations, promotes accountability, and maintains accurate financial records.

2. SCOPE

This policy applies to all hospital personnel who submit receipts for reimbursement, as well as the Business Office responsible for processing and maintaining receipt records.

3. RECEIPT SUBMISSION REQUIREMENTS

- All personnel seeking reimbursement must submit an itemized receipt detailing the transaction, including the date, items purchased, vendor name, and total cost.
- Non-itemized receipts will only be reimbursed at the discretion of the CEO. Approval for reimbursement of such receipts is not guaranteed.
- Receipts must be submitted in a timely manner, within 30 days of the transaction, to be considered for reimbursement.

4. RECEIPT CLASSIFICATION & STORAGE

- The Business Office will maintain all receipts in a secure digital filing system.
- Receipts will be scanned and categorized in a designated folder, classified by month and year.
- Paper copies of receipts may also be retained as necessary for compliance or audit purposes.

5. RECORD RETENTION POLICY

- Receipt records will be retained for a minimum of 10 years in compliance with financial and regulatory requirements.
- Records will be securely stored and made available for internal audits, external audits, and compliance reviews as required.
- After the 10-year retention period, records may be securely disposed of in accordance with hospital document disposal policies.

6. POLICY COMPLIANCE

- Failure to submit an itemized receipt may result in non-reimbursement unless CEO discretion is granted.

- Any falsification or misrepresentation of receipts will be subject to disciplinary action and may be escalated for further investigation.
- The Business Office and Finance Department will conduct periodic audits to ensure adherence to this policy.

7. POLICY REVIEW & AMENDMENTS

This policy will be reviewed annually by the Finance Department to ensure compliance with hospital financial regulations and best practices.