

Receipts Checklist

Use this checklist to make sure you have followed all the steps to save and send your grocery and food receipts to us.

- Ask your cashier for your grocery receipts and save them.**
 - If you forgot to get a receipt, were not offered one, or if the cashier cannot provide an itemized receipt, then **fill out a 'Missing Receipt' form.**
- Ask your cashier or server for your other food receipts** (restaurants, food trucks, movie theaters) and **save them.**
 - If you forgot to get a receipt, did not get one, or if the cashier cannot provide an itemized receipt, then **fill out a 'Missing Receipt' form.**
- Document** Food From **Food Shelves or Pantries** on a **Missing Receipt Form**
- Review** each receipt and for items listed as general terms ('grocery', 'bakery', or '748053') or listed as something unclear to what it is ('Z hot pepper' for hot sauce), **write a better description of that item** ('cookies' next to 'bakery', or 'hot sauce' for 'Z hot pepper').
- You can black out any personal, non-food items (health or hygiene products) on receipts with a marker.
- Place** the receipts and any 'Missing Receipt' forms you completed **in the postage paid pre-addressed mailing envelopes** we give to you.
- Send your envelopes by US Mail** by the date indicated on the back of the envelope.

Questions?

Email us at unc@wages.edu
Call us at 919-617-7505



WAGES Study Receipt Collection Instructions

For **two weeks**, we are asking you to save all your grocery and food receipts and send them to our study team. Here are your steps for success!

Collect all food receipts from ____ to ____.

1 Save Grocery Receipts!

Please save receipts for all foods and beverages purchased for your household from:

- Grocery stores/supermarkets like Food Lion and Harris Teeter
- Corner stores & bodegas
- Convenience stores & gas stations
- Drug stores/pharmacies like Walgreens
- Discount stores such as Target, Lidl, Aldi & Walmart
- Dollar stores such as Dollar Tree
- Warehouse clubs like Sam's Club and Costco
- Farmer's markets
- Any other place grocery foods are purchased like bakery, liquor store, butcher, etc.

Hey - I didn't get a receipt!

If you aren't given a receipt, please ask for one from the cashier.

Oops - I forgot to get, or lost, my receipt!

If you forget or lose a receipt, please make your own receipt using the attached 'Missing Receipt' form. Here is an example of a completed 'Missing Receipt' form:

EXAMPLE MISSING RECEIPT FORM

Store name: Cub

If you don't know the name or exact address of a store, provide a short description of store type and the intersection. For example:
Corner store at 11th St N & Hennepin Ave

Store location: 60th & Nicollet Ave S
Date of purchase: 8/9/2012
Date form is being completed: 8/9/12

Food Item	Amount	Price per item
Eggo Waffles	2 boxes	\$2.79
Ice Cream	1 carton	\$3.00
Skim Milk	1 gallon	\$2.58
Grapes	1.92 lbs	\$4.74
Pizza Sauce	1 jar	\$2.99
Golden Grahams	1 box	\$3.29
Ramen Noodles	5 packs	\$0.22
Oreos	1 bag	\$3.59

Should I collect receipts from others in my household?

If they buy, fix, or eat food with you, then YES! Please do your best to get all grocery receipts from others who contribute to the household's groceries.

2 Save Restaurant / Take-Out Receipts!

Please save receipts for all foods and beverages you get from:

- Fast Food and take-out restaurants
- Full service (sit-down) restaurants
- Vending machines
- Cafeterias
- Food Trucks
- At sporting events or movie theaters
- Any other place where restaurant or take-out items are purchased like coffee shops & deli's

Hey - I didn't get a receipt!

If you aren't given a receipt, please ask for one from the cashier.

Oops - I forgot to get, or lost, my receipt!

If you forget or lose a receipt, please make your own receipt using the attached 'Missing Receipt' form. See page 3 for an example of a completed 'Missing Receipt' form.

Should I collect receipts from others in my household?

If they buy or eat food with you, then YES! Please do your best to get receipts from the others.

3 Document Food From Food Shelves or Pantries on a Missing Receipt Form

You should document any foods obtained from a food distribution, food shelf, etc. On the missing receipt form, select 'Yes' when asked if you received food at a food shelf and say how much food you received.

4 Review and Clarify

Review each receipt to make sure the foods and beverages purchased are described by an obvious name like 'Kraft Mac & Cheese.' If it would be hard for someone else to determine what the item is by looking at the receipt, please write a short description next to the item.

For example,

- If an item is described in a very general way like 'grocery' or 'bakery' or '748053':
- Please write a better description of the food on the receipt (e.g. write 'cookies' next to 'bakery').
- If an item is described but in a way that the food type is not obvious (e.g. 'Z hot pepper' for hot sauce):
Please write 'sauce' next to it.
- Example:

Examples of Annotated Receipt

DOLLAR TREE STORES, INC.

Store# 2328 (612) 724-0014
2559 26th Avenue South
Minneapolis MN 554061529

DATE 10/20/2014 MON TIME 09:22

DESCRIPTION QTY PRICE TOTAL

CHEESE ON CHEESE crackers 1 1.00 1.00N
APPLESNAX CINNAMON 1 1.00 1.00N
Sub Total \$2.00
FOOD TAX \$0.00
Total \$2.00
Visa \$2.00

*****5066

Thank you for Shopping at Dollar Tree
Where Everything's \$1.00
Now Shop On-Line at Dollartree.com

CLERK 1 No.321831 0000

Annotations on receipt:
BAGGIER COOKIES \$1.99
HOT SAUCE \$2.00
CREAMY POPCORN \$0.99
BREAD \$1.00
BAGGIER COOKIES \$1.99
HOT SAUCE \$2.00
CREAMY POPCORN \$0.99
BREAD \$1.00

You can black out any personal, non-food items if you wish; such as health or hygiene product purchases.

If a particular store does not provide you with an itemized receipt, please request one. If for some reason their systems are not capable, please attach an itemization of items you purchased along with the credit card receipt.

5 Mail Receipts to Us

Place the receipts and any 'Missing Receipt' forms you completed in the postage paid preaddressed mailing envelopes we give to you. These should be sent by US Mail by the date indicated on the back of each envelope.

6 Receive \$20 for Your Efforts!

When we receive your receipts at the end of the two week period, you will have \$20 added to your Bank of America card as compensation for your work!