

MBR Management Corporation

Receipt Coding & Submission Guide

CODING AND SUBMITTING RECEIPTS

Transactions may be split evenly between stores or expense types.

STEP 1 — SELECT LOCATION

Store #	Description
0900	All Company Cars (personal cars use store number or area)
AREA	Split charge between the cardholder area
MBR1	Payroll Deduction, travel expenses for company
Team IL	Split between all IL stores
Team MO	Split between all MO stores
Team KY	Split between all KY stores
Store	Single store charge

STEP 2 — SELECT CATEGORY (EXPENSE TYPE)

GL Code	Category	Details
50145	Car Maintenance	Tires, oil changes, repairs
50188	Computer/Tech Supplies	Ink/Toner, printers, cables, monitors, mouse
60175	Donations	Pizza gift cards
50160	Employee Relations	Gifts, treats, food for employees
60510	Equipment Rental / U-Haul	U-Haul trucks, AC rentals, equipment rentals
50155	Food Per Diem or Meetings	Out-of-town food, company lunch meetings (not for DM area)
70100	Gas / Fuel	Gas stations or parking meters
10053	Gift Cards for Employees	Need employee name
50118	Giveaways / Swag Items	High Tech Graphix, Dot Shop, etc.
40000	Inventory Food	Food bought at a grocery store for inventory
10090	Inventory Soda	Soda bought for inventory
50175	Laundry	Washers, dryers, detergents
50186	Lawn Care / Snow Removal	Weed killer, tree removal, ice/melt salt, snowplow
60400	License / Permits	Company car plates, health permits, city license
50185	Maintenance / Repairs	Repairs/supplies to repair something
60170	Memberships / Subscriptions	Costco, Sam's Club membership
10053-MBR1	Payroll Deduction – Accidental	<i>Email Kelli and Julie right away</i>

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60305	Pest Control	Fly traps, bug spray, etc.
50181	Postage / Shipping	USPS, FedEx, UPS
10041	Property / Tenant, Non-Domino's	Building repairs, non-Domino's repairs
50165	Recruiting	Indeed, Facebook, flyers, etc.
50182	Software – Recurring	Adobe, AI tools
50122	Sponsorships	Gateway, schools
60016	Storage Unit / Pods	
50125	Supplies	General/cleaning supplies, pens, paper, etc.
50200	Training	Training classes, food/snacks for classes, materials
60500	Trash	Dumpster
50150	Travel / Hotels	Car rentals for trips, hotel stays (approved first)
50170	Uniforms	Shirts, pants, belts, hats, aprons, jackets

STEP 3 — ENTER NOTES & ATTACH RECEIPT

Notes

Enter a detailed reason for the expense and list all items purchased.

- Include employee names for gifts.
- For company lunches, note who you were with and what it was for.
- For company cars, specify which car was serviced.

Attaching Receipts

- Attach one or more clear photos showing the details of what was purchased.
- Ensure the photo matches the charge amount and shows itemized details.

Lost Your Receipt?

Write the purchase details on paper, take a photo, and submit it in place of the receipt. Transactions over \$75.00 must have a receipt.