



1. Get a small clear plastic envelope or zippered pouch that is the perfect size to hold your receipts. It should be big enough to hold all your receipts with no more than one fold.
2. If you think you may want to return an item, have the clerk staple your receipt directly to the price tag. If necessary tape receipt to items like household products that don't have a hanging tag.



3. Make it a point to clear all your receipts from your wallet or purse every week. Put this task on your calendar. Schedule to coincide with your favorite TV program.
4. Gather up all your receipts. Sort them into piles:

- ATM or check card
- Credit card
- Business/ work related expenses
- Cash receipts
- Tax deductible
- Gift
- Major purchases (appliances, furniture, electronics)
- Rebates



5. *If you are interested in tracking your spending and want to know how much you're spending; follow this next step. Sort the remaining receipts into categories:

- Food/groceries
- Gas
- Clothes
- Dry cleaning
- Entertainment
- Gifts
- Personal

Note: record the amounts and category and then toss these receipts.

6. Set up an accordion file to handle long term receipt storage.

- Major purchases
- Tax deductible

7. If you have any receipts that require action like a rebate, add a reminder on your calendar. Give yourself at least a cushion of 2 days.

*Always consult with your accountant about which receipts you should keep for tax filing or possible audits.

There are great scanners available on the market if you would prefer to use a more automated system for managing your receipts.