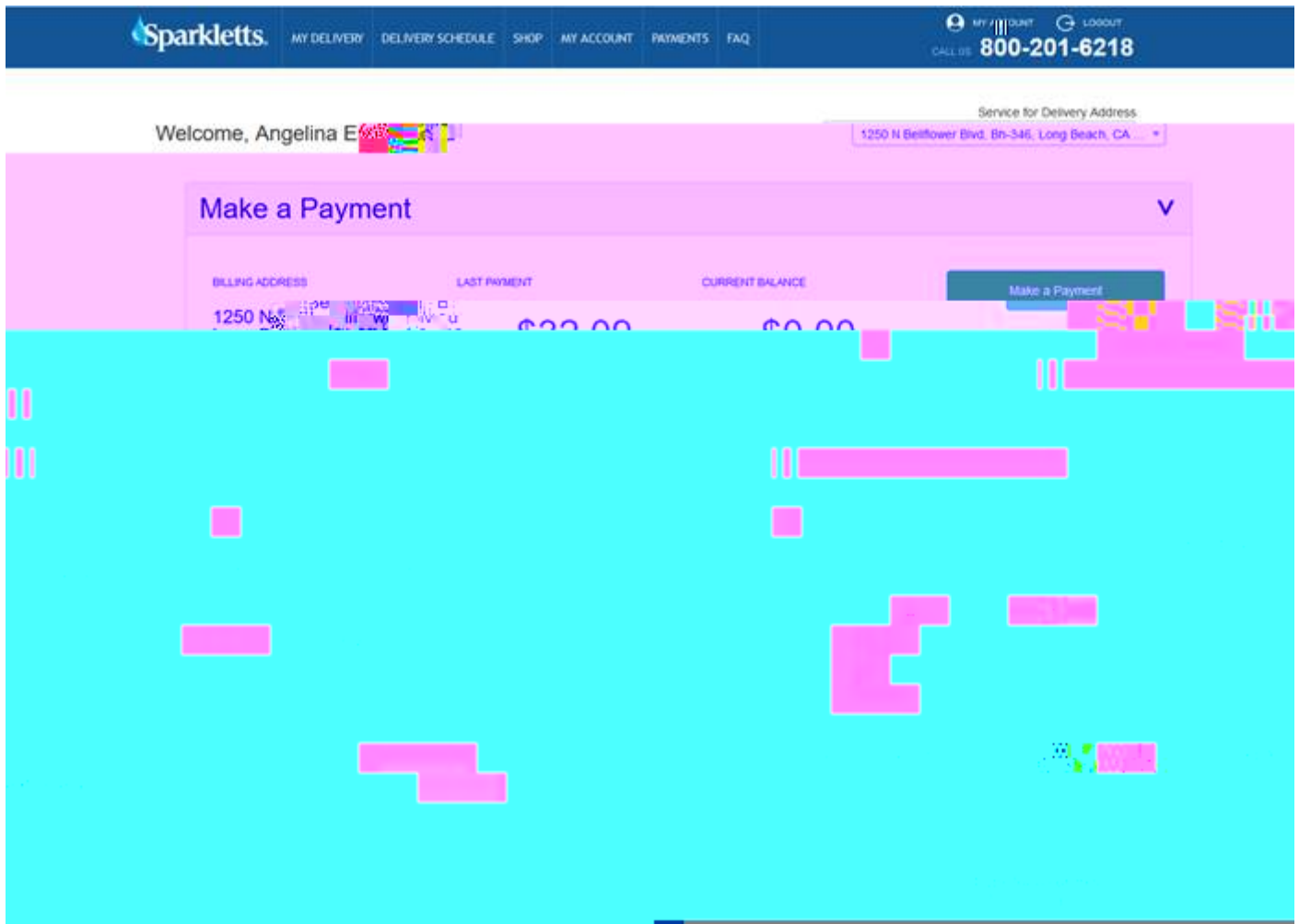


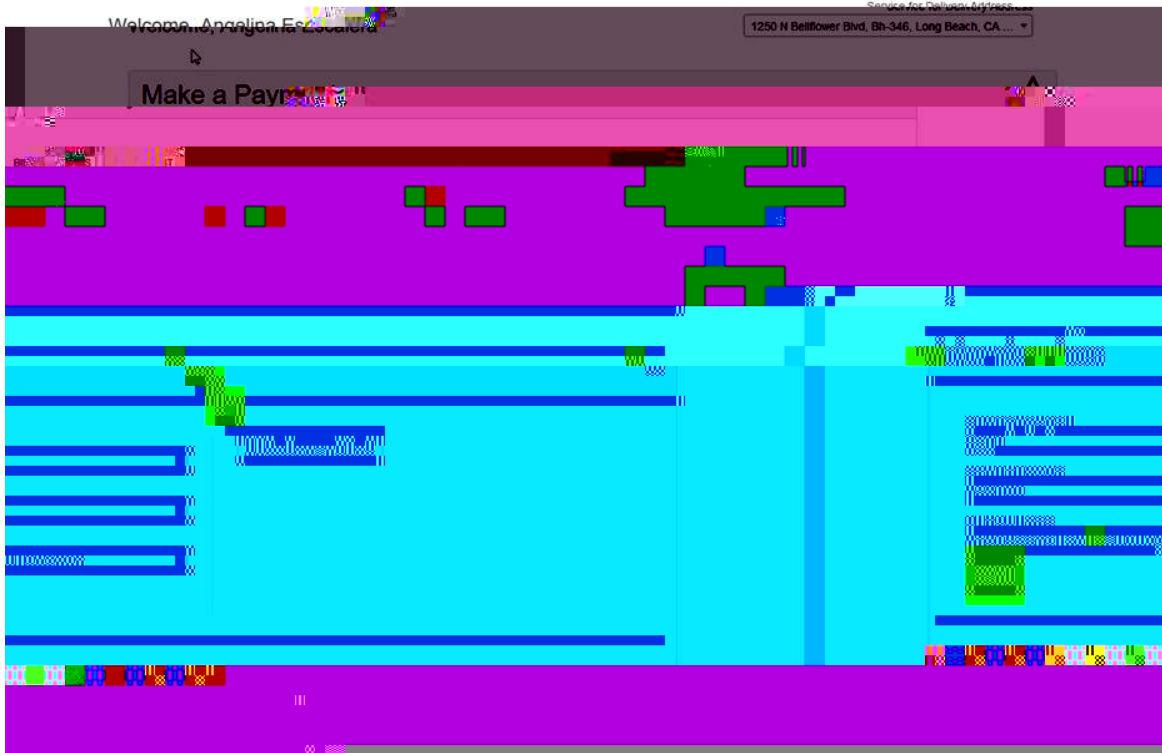
## Sparkletts (DS Services) Office Water Services

P Card holders will be required to attach your monthly Sparkletts (DS) Water invoice to your monthly P Card reconciliation that is sent to AP. Please follow the instructions below if you need assistance in printing your invoice.

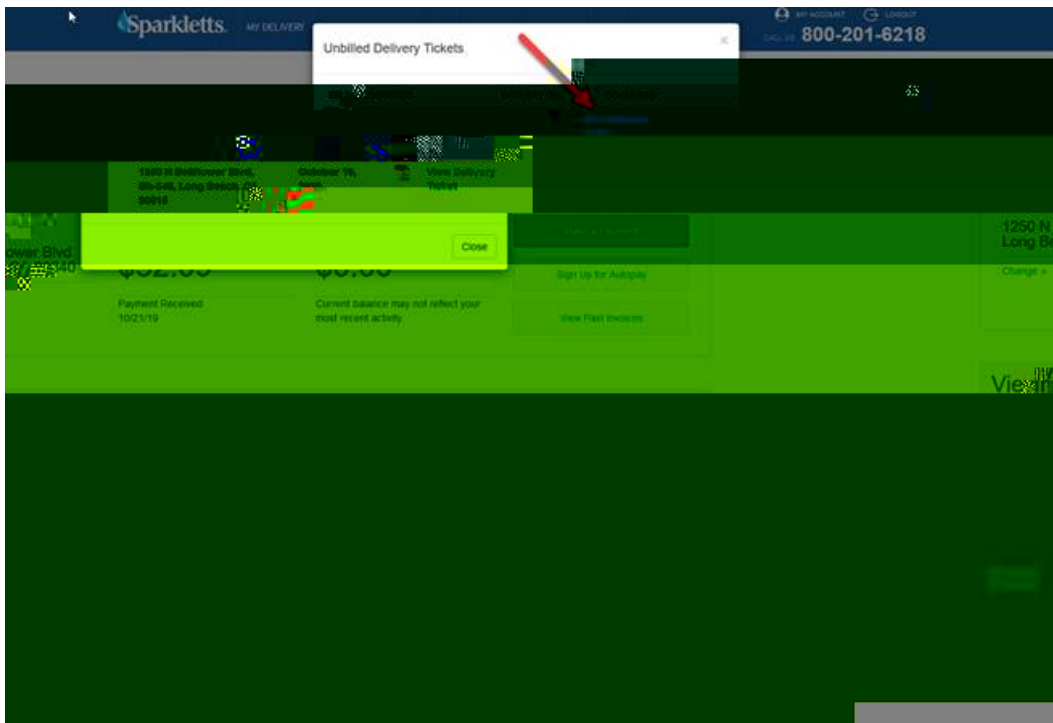
1. Log in to your [Sparkletts online account](#). Click on **View Past Invoices**



2. Click on **Undelivered Tickets**



3. Open the Delivery Ticket/Invoice you are looking for.



4. Print out the Delivery Ticket/Invoice and attach this to your monthly P Card reconciliation statement for AP processing.

