

NORTHWEST CHINESE SCHOOL

Expense reimbursement report

Name: _____

Date: _____

<u>Date</u>	<u>Expenses</u>	<u>Purposes</u>	<u>Amount</u>
Examples:			
1/2/03	School supplies	for the art class	\$12.50
1/3/03	Student prizes	for class 4, Summer 2003	\$3.50
1/8/03	Library supplies	shelf for library use	\$30.33
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total:			\$ _____

Signature: _____

Approved By: _____

Instructions:

- 1). Attach statements and receipts to this report when requesting reimbursement.
- 2). Reimbursement can NOT be made without proper authorized approval.