

# NORTHWEST CHINESE SCHOOL

## Expense reimbursement report

Name: \_\_\_\_\_ Class No. \_\_\_\_\_ Date: \_\_\_\_\_

<u>Date</u>	<u>Expenses</u>	<u>Purposes</u>	<u>Amount</u>
<small>Examples:</small>			
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
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
<b>Total:</b>			<b>\$ _____</b>

Signature: \_\_\_\_\_ Co-Signature (if need): \_\_\_\_\_

Approved By: \_\_\_\_\_

### Instructions:

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