

EXPENSE REPORT / REIMBURSEMENT REQUEST

After completion submit to Abbie for approval and processing.

Name (check payable to)

Pick up location/ mailing address

Date needed by

Approved by

**** Please staple receipts to back of this form*

receipt date	Description use separate lines for splits	Account (see back of form)	room #	Amount to be reimbursed
TOTAL to be reimbursed				

EXPENSE BUDGETS

Classroom Expenses

Classroom Supplies - Room 1
Classroom Supplies - Room 2
Classroom Supplies - Room 3
Classroom Supplies - Room 4
Classroom Supplies - Room 5
Classroom Supplies - Room 6
Curriculum Texts/Supplies
Field Trips Room 1
Field Trips Room 2
Field Trips Room 3
Field Trips Room 4
Field Trips Room 5
Field Trips Room 6
K-5 IT Expenses (Software, etc)
Overnight Field Trip Grades 4 & 5
Puberty Education

Specliaist Expenses

Art Supplies/Expense
Computer Spec. Supplies/Exp
Learning Spec. Supplies/Exp
Library Books
Library Dues & Subscriptions
Library Supplies/Expense
Music Supplies/Exp
Phys Ed Supplies/Exp
Playground Supplies
Spanish Supplies/Expense
Woodshop supplies

Fundraising & Admissions Expenses

Library Fundraising
Annual Fundraising
Events Expense
Merchandise Purchases
Admission Assesments
Admissions - Other
Hospitality
Marketing/Advertising - Admissions
Marketing/Advertising - General/Other

EC, Camp, HL Expenses

Extended Care Food/Snacks
Extended Care Supplies
Enrichment Contractors
Break Camp Supplies
Summer Camp Contractors
Summer Camp Supplies/Expense
Hot Lunch Expense
Marketing - Summer Camp

Operating Expenses

Emergency Supplies
Repairs and Maintenance
Janitorial Services
Janitorial Supplies
Gardening
IT Services (Website hosting, etc)
Insurance

Misc Expenses

Diversity Consultants
Diversity Committee Expense
Room Parents Expense
APTO Expense
Parent Education
Graduation Etc
Other Consultants
School Publications

Admin Expenses

IT Admin Expense (Admin Software)
Office Supplies/Exp
Postage
Copying/Printing
Dues & Subscriptions
Fingerprinting & TB Tests

Staff Expenses

Staff Development
Staff Expense
Board Expense
E.D.'s Discretionary Expenses