



Expense Report

Items Purchased	Date/Place of Purchase	Purpose	Amount
		TOTAL:	

Please attach receipts or other documentation.

Payee: _____

Address: _____

Requested by: _____ Date: _____
(If different than Payee)

Treasurer's Use Only

Date Report Received: _____ **Date Report Paid:** _____

Check #: _____ **Amount:** _____

Budget Classification: _____

_____ **Mailed** _____ **Put in Booster Box** _____ **Delivered to Payee/Requested By**
_____ **Other**