



CARY CHINESE SCHOOL
凯瑞中文学校

弘扬中国文化
 培养双语人材

A nonprofit school that aims
 to promote Chinese language
 literacy and cultural exchange

CARY CHINESE SCHOOL – EXPENSE REPORT FORM

Expense Report Checklist and Instructions

1. Ask your supervisor (Principal/Director) for approval before making any purchase.
2. Submit this form along with original receipts to complete the expense report.
3. Get the expense report approved & signed by the supervisor.
4. Clearly fill out the all the fields in the form and make sure mailing address is correct.
5. Appreciate if you can staple the receipt/form together or put everything in an envelope.
6. Hand over the form to CCS Treasurer: Wenkui Wang

All fields are required:

| # | Date | Item Description | Purchase From | Amount (\$) |
|---|------|--|---------------|-------------|
| | | | | |
| | | | | |
| Total | | | | |
| Business justification | | | | |
| For reusable item, who is keeping it? | | Please add equipment tracking sheet https://docs.google.com/spreadsheets/d/1yonlxbPEaq2rUrfGwxW8m34pG2LZO6PCCjy2sgU49Ss/edit?usp=sharing | | |
| Your Name, Phone number Mailing Address | | | | |

This expense is for: School CHL CSL ACT PTA

| | | |
|-------------------------------|--|--|
| Approver Name (PRINT) | | |
| Approver Signature/Date | | |
| Reimbursement Check Name/Date | | |