



Expense Report Form

Expense Report Instructions:

1. Before making any purchase, ask your supervisor (Principal/Director/PTA President) for approval. Any purchase without prior approval may be rejected for expense reimbursement by the school.
2. After the purchase, clearly fill out the fields in this form. The total expenses will be calculate by formula.
3. Staple all the original receipts and the form together or scan the receipts images.
4. Submit or email the completed form with receipts to your supervisor (Principal/Director/PTA President) and treasurer@carycs.org (when you email).
5. Upon receiving the report, the supervisor should:
 - a. Review the report for accuracy and verify business justification.
 - b. If approved, fill out the approver name, sign and date on the form or reply the email.
 - c. Hand over the report and receipts to CCS Treasurer.
6. This form can be printed, saved as PDF to submit as paper or attachment form in the email.

All Fields are required:

#	Date	Item Description & Business Justification	Purchased From	Amount (\$)
1				
2				
3				
4				
5				
Total:				
For Reusable Item, who is keeping it?			CCS Asset # for the item:	
Requester Name				
Address				
Phone & Email				
The Expense is for		*Please indicate what the expense is for: School, CHL, CSL, ACT or PTA.		
Approver Name				
Approver Signature		*When class is online, the approver signature is replaced by email approval.		
Approver Date				
Approver Position				