SUZUKI CHARTER SCHOOL OUT OF POCKET EXPENSE FORM

2010/11 SCHOOL YEAR

NAME: _____
BUDGET ITEM: (EXAMPLE CLASSROOM EXPENSE - PLEASE SPECIFY)

_____

DESCRIPTION OF ITEM:

ITEMS	PRICE:(LESS GST)	GST
TOTALS		

Total amount submitted for reinbursement _____

APPROVAL: _____

PLEASE NOTE OUT OF POCKET EXPENSES WILL BE PAID ON THE 15TH OF THE MONTH IF THE FORM HAS BEEN HANDED IN BY THE 10TH OF THE MONTH. EXPENSE FORMS HANDED IN AFTER THE 10TH OF THE MONTH AND BEFORE THE 25TH OF THE MONTH WILL BE PAID BY THE 30 OR 31 OF THE MONTH.
PLEASE WAIT UNTIL YOUR EXPENSE ARE AT LEAST $50.00 BEFORE HANDING IN AN EXPENSE FORM
PLACE YOUR EXPENSE FORM IN HEATHER CHRISTISON'S MAILBOX. PLEASE NOTE ALL EXPENSE FOR

CLASSROOM OVER $75.00 (SINGLE ITEM) MUST HAVE PRIOR APPROVAL FROM SHARON GOULET