

EXPENSE REPORT

< Please fill out in English. >

The Birmingham Supplementary School, Inc.



NAME (print) LAST FIRST _____

PURPOSE _____

EXPENSE DETAIL

RECIPT #	ITEM	SUB TOTAL
1		
GRAND TOTAL		

Please attach your receipts

HERE

Please write a receipt # in the Top-Left corner.

Like this!

ISSUER SIGNATURE

DATE MONTH DAY YEAR

BOARD MEMBER SIGNATURE

DATE MONTH DAY YEAR

BUDGET CONTROLLER SIGNATURE

DATE MONTH DAY YEAR

CHECK # _____ ISSUED BY _____ IN _____ M D Y

EXPENSE REPORT

< Please fill out in English. >

LAST FIRST
NAME (print) _____

PURPOSE 行事名など

EXPENSE DETAIL

RECIPT #	ITEM	SUB TOTAL
<div style="border: 1px solid black; padding: 10px; color: red;"> <p>・Recieptに記入 レシートにNOを入れてください。</p> <p>・Itemは個々に記入は不</p> </div>		
GRAND TOTAL		\$.——



金額が判る様に領収書を添付して下さい。

Please write a receipt # in the Top-Left corner.



Like this!

ISSUER SIGNATURE

本人サイン

DATE MONTH DAY YEAR

日付

BOARD MEMBER SIGNATURE

DATE MONTH DAY YEAR

BUDGET CONTROLLER SIGNATURE

DATE MONTH DAY YEAR

CHECK # _____ ISSUED BY _____ IN _____ M D Y