

中華語文學校報帳單

THE CHINESE LANGUAGE SCHOOL Reimbursement Request

Name	Address			Date:
姓名	City	State	Zip	Tel:

EXPENSE CATEGORIES

A4 行政費用 Meetings

A5 student Diploma Awards

A6 Chinese Culture Day

A7 Graduation Events

A8 TCLS Directory, Publications

A9 School Insurance

A10 Fees and Charges

A11 ACS 年會, 教師研習

A12 Public Relations

A13 校際社區活動

G1 雜項 Routine Supplies

G2 Copy, Stamps, Pics, Tapes, Vedio

G3 器材 for TCLS

G4 Library Expenses

G5 Teaching Materials

G6 ExCurr Expenses

T1 Teaching Supplies

T2 Student Awards

T3 Kindergarten Snacks

E1 ExCurr Teaching Supplies

E2 ExCurr Student Awards

Category Code	Receipt	Item Description	QTY	Unit Cost	Subtotal
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				Subtotal	\$
				Taxes	\$
				Total	\$

Note: Appropriate category codes and receipts are required.

Purpose of purchase:

Director's Signature: G : 總務 T : 教務 E : 課外活動	Principal's Signature
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Status (for office use only)

Check #	Issue Date	Reconciliation	Remarks:
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Download Site: www.thechineselanguageschool.org/index.shtml