Xilin NS Chinese School

Expense Report

Date: _____
Project: _____

No.	Unit	Item Description	Total Cost	Receipt Attached
		Total		

I would like to donate the small change of this reimbursement to the School, with the amount of:

_____

Treasurer's Record

Paid By Cash ____ **Online** _____ **Check #:** _____

Amount: _____ **Approved By:** _____

Report By (Print name):_____

Phone Number:_____

Received By (Signature): _____