

Communities In Schools of Wake County Expense Report

Name:		Site / Department:	
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Date	Program Expenses	Purpose/Description	Subtotal
	Cleaning Supplies		
	Field Trips--Activity Cost		
	Field Trips--Transportation Cost		
	Office Supplies		
	Parent Snacks		
	Postage / Shipping		
	Printing/Copying Outside Vendor		
	Program Materials/Classroom Supplies		
	Student Snacks		
	Professional Development		
	Association Dues		
	Books, Subscriptions, Reference		
	Certification Fees		
	Conference/Workshops/Meetings		
	Admin/Operation Expenses		
	Cleaning Supplies		
	Office Supplies		
	Postage / Shipping		
	Printing/Copying Outside Vendor		
	Snacks for Staff		
	Travel		
	Meals and Lodging		
	Mileage (# of Miles x 0.58)		
	Mileage (# of Miles x 0.58)		
	Rental Vehicle Gasoline		
	Other		
	Community Outreach / Events		
	Gifts/Incentives/Appreciation		
	Board Meeting Breakfast		
	Board Meeting Breakfast		
Grand Totals:			\$0.00

Budget to Charge: _____

Payment Method: _____

Pay to a different Vendor: _____ per attached ii

I certify that the above information is accurate and true.

Staff Signature: _____

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Supervisor Signature: _____

ER1019

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