

VASHON MAURY COOPERATIVE PRESCHOOL

Where families grow and learn together

EXPENSES REIMBURSEMENT REQUEST FORM

List expenses below and attach receipts to the back of this form.
Please indicate where the expenses are to be applied in the preschool's budget categories.

Item Description	\$ Amount

BUDGET CATEGORIES: Frequently used budget categories/accounts.
Please select a category and fill in the amount in the space below the category.

<i>Curriculum Supplies</i>	<i>Office Supplies Photocopying</i>	<i>Auction</i>	<i>Other:</i>	<i>Other:</i>

Curriculum Supplies
Field Trips
Teacher Supplies
Equipment Repairs
Site: Janitorial

Pet Supplies
Handbooks
Publicity
Auction

Office Supplies / Photocopying
Ferry Fares & Parking
Professional Development
Equipment Purchasing

Make check payable to:	
Signature:	Date:
For Treasurer's use only: Paid Check #	Date: