希望中文学校
Hope Chinese School

Request For Expense Reimbursement & Advance Payment

Requestor _____ (English) _____ (Chinese)

Campus _____ **Telephone** _____

Description	**Amount**	**Code** (Financial Officer Use Only)
Total		

Requestor`s Signature _____ **Date** _____/_____/_____

Approved by _____ _____ **Date** _____/_____/_____

Approved by _____ _____ **Date** _____/_____/_____

Financial Officer Use Only

The amount $ _____ is paid to (if other than requestor) _____ of

_____ by ( ) cash ( ) check No. _____

Accountant Signature _____ **Date** _____/_____/_____

Major Accounting Code:
5200: Textbooks; **5400**: Teachers Training; **5500**: Teaching Supplies; **5550**: Student Gifts; **5700**: Books & Tapes; **5800**: Teaching & Culture Activities; **6150**: Automobile Expense; **6450**: Internet Fees; **6600**: Meals & Entertainment; **6650**: Office Expense; **6850**: Telephone; **6900**: Travel Expense