



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