



CLINTON CENTRAL SCHOOL PTA EXPENSE REPORT



CONTACT INFO

NAME:

EMAIL:

MAILING ADDRESS:

PHONE:

EVENT INFO

EVENT DATE:

EVENT NAME:

NOTES:

	Date	Vendor	Item(s) Purchased	Pre-Tax Cost	Tax
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

TOTALS:

REIMBURSABLE AMOUNT:

An Expense Report must accompany all reimbursement submissions within 30 days of the event. All information must be completed and all original, itemized receipts must be submitted. Please remember that as a non-profit organization we can not reimburse for any taxes paid. **Please be sure to use the Tax-Exempt Certificate when making your purchases.**
 Questions? Please email the Clinton PTA at ccsnypta@gmail.com.

TODAYS DATE: _____

SIGNATURE: _____