



Meridian School Expense Report

Name _____

Date _____

Make check payable to me (I paid for purchases and need to be reimbursed)

Make check payable to vendor: _____

I used my school credit card I used _____'s school credit card

This expense has been approved by: _____

****Please make sure you attach all receipts to this document**

Date	Category	Description	Amount

- Admin Categories: Management**
- Board Expenses
 - CPE-Administration
 - Dues and Memberships
 - Management Expenses
 - Meetings-Meals/Supplies
 - Postage
 - Professional Services
 - Repair and Maintenance
 - Office Supplies
 - Technology
 - Other Expenses

- Admin Categories: Development/Admissions**
- Annual Giving
 - Auction
 - Fundraising
 - Advertising
 - Marketing
 - Other Expenses
- Committee Categories**
- Assemblies and Events
 - Curriculum
 - Global Studies
 - Multicultural/Diversity

- Faculty Categories**
- Classroom/Teacher Supplies (TS)
 - Field Trip (FT)
 - Overnight Field Trip
 - Other Expenses
 - Professional Development Registration
 - Professional Development Travel Expenses
 - Student Books and Materials (SB)

TOTAL:

****Please make sure you attach all receipts to this document**