Five Oaks Adventist Christian School Expense report

Print Name Signature

Date	Account #	Description	Cost	Sales Tax	Total
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	5	ease Attach All Receipts to this Fo		Total	

Place in the Treasurer's box in church office All items must be completed before reimbursements can be made

count Cod	es:		
7010	Textbooks	6260	Building Repairs
1520	Equipment	6240	Grounds
6040	Classroom Supplies	6260	HVAC Maint
6050	Equipment Repair	6750	Music
6400	Field Trip expense	6020	Office Supplies
6610	Library expense	6030	Postage/Shipping
6110	Marketing Expense	6050	Office Equip Repai
6720	Licenses	6020	Printing
6220	CleaningJanitorial	7150	Travel
6230	Cleaning Supplies	7000	Telephone