Raleigh Chinese Language School
洛麗中文學校
Expense Reimbursement Form
請款單

Make Check Payable to:
支票支付給: Name:

Please list expenses below along with the reason for the expense.
請將日期,理由及費用金額列出
Attach all receipts to this form, give to department head for approve then give to Treasurer.
並將收據付上部門主管核準再交給財務請款

Date 日期	Reason 理由	Amount 金額	Tax 稅	Total 總額
	Total Amount 總額			

Signature
簽名 _____ Date
日期 _____

Department
主管簽名 _____ Date
日期 _____

(office use only) 辦公室使用

Check#

Principal	校長	☐
Academic Affairs	教務	☐
Student Affairs	訓導	☐
General Affairs	總務	☐
Registration	註冊	☐
Librarian	圖書	☐
Treasurer	財務	☐
PTA	家長會	☐
Summer Camp	夏令營	☐