

### Mei Hua Chinese School Reimbursement Request Form (Spending must be approved by the principal)

|   |  |               |              |
|---|--|---------------|--------------|
| Name: _____   | <b>Attach receipts HERE:</b>           |               |              |
| Email: _____  |  |               |              |
| <b><u>Expense Categories</u></b>  |  |               |              |
| 1. School Operation<br>2. Class Expense<br>3. Event Expense<br>4. Other |  |               |              |
| <b>Signature:</b><br>_____  |  |               |              |
| Date: _____   |  |               |              |
| <b><u>Administration Use Only</u></b>                                   |  |               |              |
| Approved by: _____  |  |               |              |
| Date: _____   |  |               |              |
| <b><u>Accounting/ Treasurer Use Only</u></b>                            |  |               |              |
| Paid by check # _____   |  |               |              |
| Amount: _____<br>Date: _____  |  |               |              |
| <b>Expense Category</b>   | <b>Receipt Date/ Receipt included?</b> | <b>Amount</b> | <b>Notes</b> |
|   |  |               |              |
|   |  |               |              |
|   |  |               |              |
|   |  |               |              |
|   |  |               |              |
|   |  |               |              |
| <b>Total</b>  |  |               |              |

- Mei Hua staff is entitled to reimbursement of expenses incurred for school supplies or special projects for up to \$30 per year. All valid expenses are to be accompanied by a receipt for reimbursement. Please obtain prior approval from the Principal of the school for any expenses over \$10. Please attach all receipts and submit with this form at the end of quarter to the principal.