

# *Friends* of Alice Birney Elementary

## Expense Approval Form

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All expenses require a completed expense form before expenses are incurred. Forms should be returned to the FOABE box in the Teacher's Lounge or to the FOABE treasurer. Failure to fill out this form before expenses are contracted or incurred may result in a failure of reimbursement. Expenses will not be reimbursed until receipts are submitted to FOABE, unless arrangements for direct FOABE purchase are made.

<b>Requested by:</b>			
<b>Date requested:</b>			
<b>Contact Info:</b>			
<b>Expense Description:</b>			
<b>Expense Category:</b>	<input type="checkbox"/> IB Materials	<input type="checkbox"/> IB Field Trip	<input type="checkbox"/> IB Assembly
	<input type="checkbox"/> Other:		
<b>Estimated amount:</b>			
<b>Estimated Date(s):</b>			
<b>Payee:</b>			
<b>Notes:</b>			

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<b>For FOABE Use Only</b>			
<b>Date received:</b>			
<b>Approved by Board:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>Date of approval:</b>
	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<b>Receipts received:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>Date paid:</b>
			<b>Check #</b>