

Brandywine Community Schools

EXPENSE VOUCHER

For any school-financed activity, an exact accounting of all school monies must be made. Please complete the following log and return to the Superintendent's Office.

NAME

ACTIVITY

BUILDING

DATE	EXPENSE ITEM	AMOUNT

TOTAL EXPENSES

Cash advance received (if any) _____

Check one: Balance due school
Balance due claimant

Signed _____ Approved _____