

Newton Chinese Language School Reimbursement Request 牛顿中文学校报销单

Name(姓名) _____ Date(日期) _____

Address(地址) Only if you have never received check via mail

Acct Code	Description	Acct Code	Description
1610	Office Equipment (Computer, copier, printer, camera etc.) (办公设备)	5170	Parent Duty Fund Expense (家长会用款)
1620	Furniture & Fixtures (办公家具)	5180	Support Education Expense (支教费用)
1630	Software (软件)	5210	Conference, Convention, Meeting (教师会议, 会展)
5030	Rent - other (租金)	5220	Travel and Training (旅行, 外出培训)
5050	Books, Subscriptions, Reference (书, 刊物, 参考书)	5310	Accounting Fees (会计税务)
5060	Business Registration Fees (报名费)	5340	Legal Fees (法律费用)
5080	Printing and Copying (印刷, 复印)	5350	Outside Contract Services (其它服务费用)
5090	Supplies (教学用品)	5420	Equip Rental and Maintenance (设备租金和维修)
5100	Phone, Telecommunications (website, news letter 通讯费用)	5510	School Activities and Parties (学校活动和庆典)
5110	Insurance (保险)	5530	Community Activities (社区活动费用)
5130	Contribution (捐款)	5610	Board Meeting (董事会费用)
5450	Teacher Activities and Parties (教师活动)	5620	Postage, Mailing Service (邮费)
		5999	Other Types of Expenses (其它费用)

Itemized List (明细表)

#	Date(日期)	Acct Code(账户号)	Description (开支描述)	Amount \$
1				
2				
3				
4				
5				
Total (总额)				

Request by(申报人) Date(日期)	Approved by*(审批) Date(日期)	Approved by*(审批) Date(日期)	Approved by*(审批) Date(日期)
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*If Invoice under \$200 - Vice Principal or Principal; \$200-\$500, Principal;\$500 - \$1,000 - both Principals; above \$1,000, both Principals and the Board.

*\$200以下, 校长或副校长签字; \$200 - \$500, 校长签字; \$500 - \$1,000, 正副校长共同签字; \$1,000以上, 正副校长和董事会共同签字.

Please attach original receipt(s) (请附上收据)

For Accounting Use Only (财务专用)

Date Paid	Check No.
Processed by	
Comments	