

# Portland Chinese School Expense Request Form

Date: \_\_\_\_\_

From: \_\_\_\_\_

Amount: \_\_\_\_\_ Dollars

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by : \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Approved by : \_\_\_\_\_ Date: \_\_\_\_\_  
(Treasurer)

Check #: _____	Check Issued by: _____
Date: _____	