



Yellow River Chinese School - Expense Report

P.O.Box 15393, Fremont, CA 94539

Serial No.

Payable to:
Address:

Department:
Expense Acct:
Amount:

Purpose:

Description: *if the reimbursement is for inventory items, please list the detail quantities.

* All receipts should be included

RECEIPT	ITEM	QTY	AMOUNT	TAX	SUBTOTAL
TOTAL					\$ -

Requestor | English Name:
Chinese Name:
Requestor Signature: Date:

Dept. Head English Name:
Chinese Name:
Approval Signature: Date:

*** For Accounting Use Only ***
Bank Account #: YRCS Acc. #:
Check Issued By: Date:
Remark: Check #:

