Fill out the form below completely. All receipts should be attached to the form and emailed to Roger Dixon, Treasurer at srshomeandschooltreasurer@gmail.com.

|  |  |
| --- | --- |
| Date |  |
| Expense Description |  |
| Submitted by |  |
| Phone |  |
| Email |  |
| Send Check to (name) |  |
| Address |  |
| City/State/Zip |  |

|  |  |  |
| --- | --- | --- |
| Description of Purchase |  | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

|  |
| --- |
| Treasurer Use Only |
| Check Number |  | Amount |  | Date |  |
| Budget Category |  |
|  |  |