

**Philadelphia Academy Charter School  
Employee Expense Reimbursement Form (Non-Travel)**

Employee: \_\_\_\_\_

For the Month of: \_\_\_\_\_, 2008

	Date	Vendor	Item/Service Purchased	Purpose	Amount	Acct. Charge *		
						Function	Class	Funding
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
<b>TOTALS</b>					<b>0</b>			

FUNCTION	
1100 Instructional	2700 Trans.
2380 Admin.	2800 Tech.
2400 Nurse	3250 Athletics
2600 Building Service	

Submitted By: \_\_\_\_\_

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

Object
531 Postage
591 Field Trips
611 Supplies
614 Custodial Supplies
615 Maintenance Supplies
635 Meals & Refreshments
641 Books & Instructional Aids

Approved By: \_\_\_\_\_

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

Due Monthly

Attach Receipts