ORGANIZATION NAME: _____

ATTACHMENT A: EXPENSE REPORT

PROJECT NAME	

List all the expenses incurred under this project. To verify funds spent attach the following to each project report:

1. **Invoices and/or copies of receipts** - original receipts will NOT be accepted – to verify funds were needed
2. **Attach copies of cancelled checks** or bank statements to verify funds were spent

LINE ITEM	PAYEE	AMOUNT ($)	CHECK # *	DATE
	TOTAL SPENT			

* If a check was not used, put the date of the transaction, and highlight the transaction on your attached CC's bank statement