

ORGANIZATION NAME: _____

ATTACHMENT A: EXPENSE REPORT

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

- Invoices and/or copies of receipts - original receipts will NOT be accepted** – to verify funds were needed
- 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