Chinese Culture Center

Expense Report (Payment Requisition)

**Payment Due Date, if an**y:

**Requested By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Request Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payee Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Check Payable To:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Payee Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **Date** | **Description** | **Code\*** | **CCC / CCLA\*\*** | **Amount** |
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|  |  |  | **Total** |  |

\* For CCLA expenses use the Code at the bottom of the form;

 For CCC expenses, leave it blank. Will be filled by the Finance Committee

\*\* Please select ONLY one, CCC for CCC expenses, CCLA for the school expenses.

**Requester Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requester Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CCCPresident or CCLA Principal

***(Approver: Please print your name and sign above****)*

Make sure the form is complete with all required information and write/type legibly.

Provide a description of expense as precise as possible to assist the review and approval.

Have this expense request signed by CCC president for CCC expenses, by the Principal for CCLA expenses, and submit:

* this original signed form
* a copy of the signed form (will help expedite the process)
* along with original invoices/receipts, or a copy of original receipts (with original receipts submitted later), or both

 to one of the following contacts through physical delivery, email, fax or mail, based on the type of the related

 expenses:

|  |  |
| --- | --- |
| **CCLA:** School Service Manager: Yetong Li Email: **yetong.li@ccla-ct.org**  | **CCC:**2016 CCC TreasureWeizhong LuoEmail**:** luojon@gmail.com |

Make sure to keep a copy of the signed form and a copy of original receipts for your own record.

**Inquiries should be directed via email to the contacts above.**

**Code for CCLA Expenses**

|  |  |  |
| --- | --- | --- |
| * + 6000.3 Education Supplies - Teacher
	+ 6000.4 Education Supplies -Student
 | * + 6000.5 Textbooks
	+ 6000.6 Report Cards
	+ 6000.7 Yearbooks
	+ 6000.10 School Fair
 | * + 6000.11 I can speak Chinese
	+ 6000.13 Teacher Training
	+ 6000.14 Summer Camp
	+ 6000.15 School Mid-Autumn Festival
	+ 6200.2 Conference, Convention, Meeting
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