Colfax PTO

Expense Report

Name	Today's Date
Address	Phone
City / State / ZIP	
email	

Business Purpose

Tip: Include
- WHO made this purchase (if not yourself)
- WHAT, a description of what was purchased
- WHEN, dates the purchase was made and/or used
- WHY, what was the purchase for

E.g.: Dr. Woods ordered Dinner for the welcome back teacher cook-in on 19/Aug/2019

Is this a:
- ◯ REIMBURSEMENT REQUEST - send check to my address, above
- ◯ CHECK REQUEST - send check directly to vendor, below

- or -

- ◯ PAYMENT RECORD - e.g., debit card, electronic funds transfer or online bill payment

Vendor Name	Invoice Number
Address	Date of Transaction*
City / State / ZIP	* Electronic transactions only
Vendor Phone #	

Check/Transaction Amount $

Signature	Date