Devon Prep Parents' Association
Activity Expense Report

Help the Parents' Association track costs! Please provide a recap of Activity expenditures. This also serves as a form for expense reimbursement.

ACTIVITY NAME:	
DATE OF ACTIVITY:	
YOUR NAME, ADDRESS, PHONE NO.	

Item Description	***Amount***	***Remarks***
Food/Drinks		
Paper Products		
Printing		
Decorations		
Flowers		
Postage		
Entertainment		
Miscellaneous Supplies		
Total Cost		
Reimbursable Amount		

Please attach receipts if available

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Signature/Date