

St. Charles East High School
POST PROM EXPENSE REIMBURSEMENT REQUEST FORM
(Please Print)

Date:

Name:

Mailing Address:

Phone:

Committee: (circle one)

Appreciation Expenses

General Expenses

Professional Personnel

Decorations

Entertainment

Food

Games (incl. Photo-booth)

Prizes

Publicity/Tickets

Explanation of Expense:

Original Receipts Attached (list amounts):

Total:

Approved By Committee Chair:

For Treasurer's Records:

CK#

CK Amount

Date