



Expense Report

Plast Ukrainian Scouting Organization - USA
Philadelphia Branch
700 Cedar Road, Jenkintown, PA 19046

Staple Receipts to
Back of Form

see reverse for instructions

Check	
Date	

Name _____

Address _____

_____ Phone _____

Date	Description	Copies / Publ. Adv.	Postage	Office Supplies	Edu. Mat. Supplies	Meetings	Events	Camps / Programs	Misc	Total
		16	14	27	31	17	29	18	42	
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
		\$	\$	\$	\$	\$	\$	\$	\$	

Subtotal \$

Advances

TOTAL \$

Your Signature	Approved By

Please enter the amount of each receipt that belongs in each category and total each column

Some examples of items and the categories they belong in:

<u>Column</u>	<u>Items</u>
16 Copies / Publ. Adv.	copies, printing, website charges, advertising costs
14 Postage	stamps, shipping charges, freight
27 Office Supplies	envelopes, paper, printer ink, binders, folders NOT CRAFT MATERIALS
31 Educ. Mat. / Supplies	vidznaky, craft materials
17 Meetings	food and paper goods used in meetings or skhodyny NOT CRAFT MATERIALS
29 Events	supplies and materials used for social events
18 Camps/Programs	any cost related to camps, sviato vesny, orlykiada, field trips
42 Misc.	fees, surcharges

This list is not meant to be complete. If you are not sure then please ask.

CKOB

st. pl. Adriana Fedorijczuk, ChP, treasurer