



托倫斯中文學校

Torrance Chinese School

20_____ - 20_____ School Year

教學與行政退費申請表

REQUEST FOR REIMBURSEMENT

(Please fill in with English only, except for Chinese name)

Check payable: _____

Check # : _____

中文姓名: _____

Class: _____

Check Date: _____

No	Date	Description	Code	Amount	Receipt	Comments
1						
2						
3						
4						
5						
6						
7						
8						

Signature: _____

Total: _____

Approved by: _____

Date: _____

EXPENSE CODE	
10	Award & Certificates
20	Copy & Printing & Office Supplies
30	General Administration
40	Principal's Team Building
50	Insurance
60	PSA Expense
70	Public Relation
80	Rent
90	Scheduled Tuition Refund
100	Teachers' Ref Books, Props & Material
110	Teacher and Staff Training Courses & Seminars
120	TCS Board Exp
130	Teachers Association Exp
140	Textbook Purchase
150	Wages & Payroll Taxes
160	Website Development & Maint.
170	Equipment Purchase
180	Year Book Exp
190	Scrip Purchase
200	Camping Exp
210	Fundraising Exp
220	Mother's Day Carnival Exp
230	Student Talent Show Exp
240	Website Development & Maint. And Social Media