

The New School
Claim Form

Please attach a receipt for all claimed items. On each receipt note one of the categories below, and put the total amount in the column on this sheet.

Name:

Signature

Date:

Mail check to this address:

Category	Amount	Description
Advertising & Marketing		
Field Trip Expense		
Office Supplies		
Other Expenses:		
* Equipment Maint & Exp		
* Fund Raising Expenses		
* Gifts		
* Postage		
* Misc		
* Travel + Entertainment		
* Repairs		
* Printing		
* Tutor		
Professional Fees		
Program Consumables:		
* Art Supplies		
* Books		
* Copy cost		
* Others		
* Science Supplies		
* Snacks		

Total

Approval

Administrator/Treasurer signature:

Date: