泰華德中文學校用款申请單

**Tidewater Chinese School Purchase Request Form**

用款目的Purpose of Purchase

|  |  |  |  |
| --- | --- | --- | --- |
| 编号 | 支出分類Category | 供应商Vendor | 预计金額Budget Amount |
|  |  |  |  |
|  |  |  |  |
| 总计Total |  |  |  |

申請人姓名 Requestor Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

申請人簽名 Requestor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 日期 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by (select one below):

□ Principal (sign here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Chairman / Treasurer (sign here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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泰華德中文學校支出报销單

**Tidewater Chinese School Reimbursement Request Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 编号 | 支出分類  Category | 单价  Unit Price | 数量  Quantity | 稅  Sales Tax | 金額  Amount |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 总计Total |  |  |  |  |  |

Payment Detail:

支票抬頭 Pay to the Order of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

授款人地 址 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reimbursement Approved by (select one below)

□ Principal (sign here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Treasurer (sign here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_