

**FACULTY SENATE TEACHER ALLOTMENT
ITEMIZED EXPENDITURE SCHEDULE**

Items purchased should be "for academic materials, supplies or equipment which in the judgment of the teacher, counselor or librarian will assist him or her in providing instruction in his or her assigned academic subjects," as noted in the Accounting Procedure Manual for Public Schools in the State of West Virginia Section 1-37.

SCHOOL NAME: _____

EMPLOYEE NAME: _____

DATE: _____

DATE	VENDOR	ITEM(S) PURCHASED	COST

CURRENT ACCOUNT BALANCE: _____ **Amount Approved**

TOTAL OF AMOUNT APPROVED: _____

REVISED ACCOUNT BALANCE: _____

*Note: This form **MUST** be accompanied by an original receipt supporting the request. To expedite processing, please highlight the items noted above on the on the receipt. No reimbursements will be made without a receipt.*

Employee Signature: _____

Approval Signature: _____

Date: _____

Date: _____