



# MORELAND

## EDUCATION FOUNDATION

### MEF Expense Reimbursement Form

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please complete form below, attach receipts and forward to Johann Garcia or Vasudha Rao.

#### EXPENSES - Please list expenses separately by Category/Sub-Category

(see page2 for Category)

Date	Description	Category/Sub-Category	Store/Vendor	Amount
			<b>Total for Reimbursement</b>	

\*\*(For Treasurer's Use)\*\*

Date Request Received: \_\_\_\_\_

Receipts and Amounts confirmed by: \_\_\_\_\_

\*\*(For Treasurer's Use)\*\*

Entered into MEFExpenseOpsSheet Database by: \_\_\_\_\_ on \_\_\_\_\_

Reimbursement Check Issued by: \_\_\_\_\_ Check#: \_\_\_\_\_  
Date: \_\_\_\_\_ Sent: \_\_\_\_\_

## EXPENSE CATEGORY AND SUBCATEGORY LIST

### Category MEF General Expenses

- Subcategories
  - Mailing expense
  - Office Supplies
  - PO Box Rental
  - Printing
  - Repairs & maintenance

### Category March Fund Drive Expenses

- Subcategories
  - Printing
  - Paper
  - Signage and other advertising costs

### Category Pumpkin Patch Expenses

- Subcategories
  - Advertising
  - Craft Supplies
  - Dumpster Rental
  - Field Trip Supplies
  - Event costs (List School or Org. Name)
  - Distribution to schools(List School Name)
  - Merchandise
  - Miscellaneous
  - Permits
  - Pre-order incentive for schools
  - Pumpkins
  - Bulbs
  - Straw bales
  - Tools/Basics
  - Trail Décor

### Category Misc. Other Budget Expenses

Please describe Expense.

### Category Music in Moreland Expenses

- Subcategories
  - Event Fundraiser (List name of fundraising event)
  - Merchandise Sales Expense (List type of merchandise)
  - Instruments and Music –
    - Purchased
    - Repairs
    - Sheet music and Supplies
    - Tuning
    - ID Tags
    - Year End Rewards
  - Sponsored Programs
    - MMS Jazz Band Stipend
    - MMS Zero Period Elective Stipend
    - Jazz Workshop
    - Disney Scholarship
    - EDS Jazz Band Stipend
    - EDS Jazz Band Start up Costs
  - Teacher Salary

### Category Sports in Moreland Expenses

- Subcategories
  - Distribution to School District
  - Equipment and uniforms-EDS
  - Equipment and uniforms-MMS
  - SiM- Other Expenses
  - Comedy Night Event
  - Moreland Mile Event
  - Spirit Game
  - MMS Individual Needs Events & purchases
  - EDS Individual Needs Events & purchases

### Category Enrichment Summer Program Exp

- Subcategories
  - Advertising
  - Salaries
  - Teacher Supplies