CLASSROOM ALLOWANCE RECEIPT LOG

(Employee Accountable Plan)

The purpose of this log is to provide a way to substantiate the classroom allowance dollars you receive throughout the year. This allowance is provided to you as a means to purchase classroom expenses for the school.

Directions: As you purchase supplies with the $50/month allotted classroom supply allowance, record your purchases on the log below and keep your receipts in an attached envelope. At the end of the school year, the receipt total should match the total amount that was provided to you throughout the year.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **ReceiptDate** | **Vendor/**  **Store** | **Description of Item(s)** | **Receipt Total** |
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| **Receipt Date** | **Vendor/**  **Store** | **Description of Item(s)** | **Receipt Total** |
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