

LHPA 2012-13 EVENT EXPENSE REPORT

Please email or submit copy to Karen Witter at keswcpa@cfl.rr.com or LS LHPA Basket

Place 2nd copy in your LHPA Event Notebook

EVENT: _____

EVENT CHAIRPERSONS: _____

2012-13 BUDGET: _____

DATE SUBMITTED: _____

VENDOR/DESCRIPTION	REIMBURSED OR PAID BY LHPA Y/N	DONATED OR GIFTED-IN-KIND Y/N***	\$ AMOUNT
FOOD:			
DECORATIONS:			
ENTERTAINMENT:			
PROMOTIONS/ADVERTISING:			
PRIZES/GIFTS:			
POSTAGE/PRINTING:			
MISCELLANEOUS:			
TOTAL EXPENSE FOR EVENT:			

***If donation or gift in-kind from one individual/business exceeds \$500, a Donation/Gift In-Kind Form must be filled out and submitted to Karen Witter in the LS Office LHPA Basket
Forms may be obtained by contacting Karen Witter at keswcpa@cfl.rr.com