



华夏南部中文学校
Huaxia South Chinese School
P. O. Box 410, Marlboro, NJ
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Expenses Reimbursement

Date		Department	
Payable to/Zelle		Requested by	
Description of expense			Amount
Total			
Received by:		Date:	
Approved by:		Date:	
Expenses that exceed or equal to \$200 require both principals' signatures			
Approved by:		Date:	
Payment Method:		Date:	

Instruction: Email the completed form and receipts to principal@hxsouth.org & treasurer@hxsouth.org. Use the subject line format: "Requester Name: T/E Request" (e.g., "John Xu: T/E Request")

Updated on 9/10/2025