



华夏南部中文学校
Huaxia South Chinese School
P. O. Box 410, Marlboro, NJ
732-993-8806 / info@hxsouth.org / hxsouth.org

Expense Reimbursement without Receipt under \$75

Date of Purchase:		Payable to / Zelle:	
Merchant Name:			
Merchant Signature:			
Detailed description of item purchased		Amount	

I verify that the transaction was a valid, authorized business expense related to Huaxia South Chinese School, and complies with school policies and procedures. Attempts to obtain a copy of the receipt were made. The information provided within this form is accurate and true. No reimbursement of this expense has been or will be sought or accepted from any other source.

Purchaser Signature: _____ Date: _____

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