



2019-2020 TOCS 支出費用報帳表 (Expense Report)

姓名 (中文): _____

Date: _____

Name (English): _____

Group: _____

***For TOCS Staff use ONLY**

Administrative Expenses:

Teacher Supplies / Misc Expenses	
Meeting Expenses (Breakfast/lunch/snack)	
Computer/Software	
TOHS appreciation	

COGS - Text Book	
Copy & Printing	
Teacher CCCA Membership Fees	
Others: _____	

TOCS School Activities:

Summer Home Work Awards	
Moon Festival – Moon cake	
TOCS Calligraphy /Poster Contest	
TOCS X'mas Luncheon/Appreciation	
Vocabulary Bee/Language Test	
TOCS Track & Field	
TOCS Poem Recitation	
Chinese SAT MOD Test	
TOCS Grade level Events	

Handbook & Report Cards	
TOCS Year Book	
Chinese New Year Banquet	
TOCS Chinese New Year Event	
TOCS Chinese Lantern Festival	
TOCS Mother's Day Celebration	
TOCS YE Ceremony/Scholarship	
Intercompany Expense-CCCA	
Other Activities: _____	

SCCCS Events: including registration lunch and snack fees

SCCCS Spring Contest	
SCCCS Fall Contest	
SCCCS Idiom competition	

SCCCS membership fee	
SCCCS Teacher Conference	
Other SCCC Events: _____	

Classroom Expenses:

Substitutes Appreciation	
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TA Volunteer Appreciation	
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Others: _____

Total Expenses: _____

Applicant's Signature: _____

Approver's Signature: _____ TOCS principal / Vice principal