

CAPSO RECEIPT SUBMISSION FORM

1. Please list the Room # and current date.
2. Include original receipts. If you need the original receipt, please submit a copy.
3. Fill out voucher with date expense was incurred.
4. Staple receipts to this form and place in the CAPSO box in Room 1 (Administrative offices).
5. Receipts must be turned in within 30 days of expenditure!
6. Questions?: Please contact CAPSO Treasurer Cecilia Colombetti at ceciliac@google.com.

Room # _____ Date: _____

Date	Explanation of Expenditures	Dollar Amount
		\$
	Total	\$

Submitted by: _____

FOR CAPSO TREASURER'S USE:

Room #: _____

Balance of funds: _____