

ITEMIZED EXPENDITURE REPORT

Charter School Name: *Name of Charter School*

District: *School District Name*

School ID: *XXXXXXXXXX*

Contact Name: *James Monroe*

Phone Number: *239-555-1520*

Email Address: *James.Monroe@charterschool.org*

Report for: _____ Planning X Implementation 1 _____ Implementation 2

Function Code	Object Code	Check Number	Vendor	Description	Qty	Date	Amount
5100	520	2151	Textbook Warehouse	Social Studies Books for Grades 2, 3, 4 @\$72 each, Houghton Mifflin Harcourt	50	5/1/09	3616.50
5100	640	2152	School Outfitters	Classroom Furniture: Combo Desks @\$89 each Grades 1,2,3	100	5/10/09	9434.00
5100	643	2154	Dell	Classroom Computers 3 per class, 6 rooms @\$2739each	18	5/20/09	49,302.00
6400	310	2563	Curriculum Inc	Teacher Training: FCAT Strategies \$1450 per teacher	27	6/8/09	39,150.00
7100	390	2568	The Printing Press	Marketing Materials, recruitment	1 set	6/15/09	1750.00
7100	310	2576	O'Connell CPA	Set up of Accounting principles and books	1 set	6/17/09	8500.00
5100	510	2579	Office Depot	Classroom Supplies: Construction Paper, Pencils, Paper Clips		8/1/09	2000.00

7100	370	2611	Education Assistance	ESE Contracted Services		8/21/09	1752.00	
5100	510	2624	Office Depot	Classroom Supplies: Bulletin Boards	16	8/26/09	2591.00	
5100	643	2629	Costco	Computer Printers Laser Jet @\$4152.50 each	18	9/2/09	72,745.00	
7400	630	2650	Smith Brothers Construction Co.	ADA Ramp Construction		9/15/09	9159.50	
							Total:	200,000.00

Instructions for Completing the Itemized Expense Report:

Function Code – Insert the correct Function Code for the item purchased. Function Codes can be found at <http://www.fldoe.org/fefp/pdf/red4.pdf>

Object Code – Insert the correct Object Code for the item purchased. Object Codes can be found at <http://www.fldoe.org/fefp/pdf/red4.pdf>

Check Number – Insert the check number used to purchase the item. If the item was purchased by another means please describe the payment type. (e.g. Cash, Money Order)

Vendor – Name the vendor the item/service was purchased from.

Description – Describe the item/service purchased.

Date – List the date the item/service was purchased.

Amount – State the total cost of the item/service.