K-STATE HOMECOMING 2023 SPIRIT SIGN EXPENSE REPORT



EXPENSE REPORT DUE: FRIDAY, OCT. 20 | 12 P.M. (NOON)

Send To: studentprograms@k-state.com

Event Date/Time: Sunday, Oct. 22 | 12 p.m. (Noon) - 2 p.m. *Judging begins at 2 p.m. Event Location: East of Seaton Hall

Pairing:

The following guidelines must be used in the reporting of expenses:

- 1. Any item purchased or rented must have proof of purchase with the total cost. Receipts should be scans or picture taken and included with the expense report. This would include wood, paint brushes, paper, small hardware, sheets, paint, crepe paper, paste, adhesives, etc. **NO original receipts accepted.**
- 2. Any item previously owned or donated for the Spirit Sign must be estimated at retail value and included in the expenses.
- 3. Items used that are already on hand must be estimated at retail value and included in the reporting of expenses.

BUDGE		Item Description	Quantity	Total Cost	
			то	TOTAL	
Already Owned	Donated	Item Description	Quantity		
	Tal	ke a picture or scan all receipts and	include them with expense form!		

