

# K-STATE HOMECOMING 2025

## SPIRIT SIGN

## EXPENSE REPORT



**EXPENSE REPORT DUE: FRIDAY, OCT. 3 | 12 P.M. (NOON)**

Send To: [studentprograms@k-state.com](mailto:studentprograms@k-state.com)

Event Date/Time: Sunday, Oct. 5 | 2 - 4 p.m. \*Judging begins at 4 p.m.

Event Location: Coffman Commons

### 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 scanned 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.

### BUDGET - \$250

| Purchased | Rented | Item Description | Quantity | Total Cost |
|-----------|--------|------------------|----------|------------|
|           |        |                  |          |            |
|           |        |                  |          |            |
|           |        |                  |          |            |
|           |        |                  |          |            |
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|           |        |                  |          |            |
|           |        |                  |          |            |
|           |        |                  |          |            |
|           |        |                  |          |            |

**TOTAL** \_\_\_\_\_

| Already Owned | Donated | Item Description | Quantity |
|---------------|---------|------------------|----------|
|               |         |                  |          |
|               |         |                  |          |
|               |         |                  |          |
|               |         |                  |          |
|               |         |                  |          |

Take a picture or scan all receipts and include them with expense form!

