



# Receipt Purchase Itemization Form

## 2021-2022

<b>Event Coordinator Full Name</b>	
<b>Event Coordinator EMail</b>	
<b>Date Form Completed</b>	
<b>Event Name</b>	
<b>Event Date</b>	
<b>Total Number of Receipts for Event</b>	
<b>Total Money Disbursed Before Event</b>	
<b>Total Money Spent</b>	
<b>Total Money Returned With Form</b>	
<b>Total Money to be Reimbursed to Coordinator</b>	

### Instructions

1. Collect all receipts containing purchased items for the event. Please make duplicates of the next page for each receipt. **Each receipt must be itemized individually and stapled to the corresponding list.** Add or remove rows from itemization tables as necessary. When you staple a receipt, please do your best to place it at the bottom of the form so as to not cover the items in the table. Take a picture or make a personal copy of each receipt in the event that something happens to this form.
2. **No personal purchases should be made on any of the receipts. The total of each sheet should reflect only event purchases.**
3. Once the form is completed, print a physical copy, attach receipts, and contact the [EWCPA Treasurer](#) for signoff.
4. Once the form has been signed off, (1) the form, (2) all receipts, and (3) any money due back to EWC or EWCPA should be submitted to the EWC Education Department (specifically to [Mona Nakihei](#)) on the 2nd floor of John A. Burns Hall for approval.
5. Following final approval, if a reimbursement is due, you will receive an email when you can pick up a reimbursement check from the cashier on the first floor of John A. Burns Hall. You're done!

This form is acknowledged by

---

Naoki Itakura  
*Treasurer, EWCPA*  
[in33@hawaii.edu](mailto:in33@hawaii.edu)

---

Date

