

Accountant  
Keep this form  
at your computer

# Business Expense Form City Hall

Teacher's Initials  
(to verify form is correct)

Pay to the order of	Good or Service	Fee	Budget amount	Payment Procedure
Broadcast Center	Radio Ad	\$5.00	\$ 5.00	mailed
Broadcast Center	Video	\$10.00	\$ 10.00	mailed
Delivery Center	Postage, mail delivery	\$5.00	\$ 5.00	mailed
Utility Company	Building use, rent	\$5.00	\$ 5.00	mailed
Utility Company	Utilities (will be billed toward end of day)	\$10.00	\$ 5.00	Delivered by agent
Web News	Web news Ad	\$10.00	\$ 10.00	mailed
Sign Shop	Sign and form printing	\$5.00	\$ 5.00	mailed
Technology Shop	Web Page Ad	\$5.00	\$ 10.00	mailed
Wellness Center	Health Insurance	\$5.00	\$ 10.00	mailed

FEE TOTAL \$

60.00

(Total from above budget amount)

Total Gross Pay for day \$

59.00

(Find gross pay on "Employee Information Sheet")

Total Amount of Loan Required \$

119.00

(Total budget amount and gross pay)

Total Amount of Loan Required \$

119.00

Re-written from above

Interest + \$

11.90

(10% of Total Amount of Loan Required)

Total Amount Due \$

130.90

Accountants enter Total Net Pay in the business software at Enterprise America found on the "Employee Information Sheet"

Total Net Pay for Day

58.00