

# CAPSO RECEIPT SUBMISSION FORM

1. Please list the Room # and current date.
2. Include original receipts. If you need the original receipt, please submit a copy.
3. Fill out voucher with date expense was incurred.
4. Staple receipts to this form and place in the CAPSO box in Room 1 (Administrative offices).
5. Receipts must be turned in within 30 days of expenditure!
6. Questions?: Please contact CAPSO Treasurer Cecilia Colombetti at [ceciliac@google.com](mailto:ceciliac@google.com).

**Room #** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date	Explanation of Expenditures	Dollar Amount
		\$
<b>Total</b>		\$

Submitted by: \_\_\_\_\_

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FOR CAPSO TREASURER'S USE: Room #: \_\_\_\_\_

Balance of funds: \_\_\_\_\_