K-STATE HOMECOMING 2024

SPIRIT SIGN EXPENSE REPORT

EXPENSE REPORT DUE: FRIDAY, OCT. 18 | 12 P.M. (NOON)
Send To: studentprograms@k-state.com
Event Date/Time: Sunday, Oct. 20 | 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 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 - $175

Purchased	Rented	Item Description	Quantity	Total Cost
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			

TOTAL _____

Already Owned	Donated	Item Description	Quantity
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		

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

K STATE ALUMNI ASSOCIATION