

K-STATE HOMECOMING 2024

WILDCAT REQUEST LIVE

EXPENSE REPORT



EXPENSE REPORT DUE: TUESDAY, OCT. 8 | 12 P.M. (NOON)

Send To: studentprograms@k-state.com

Event Date/Time: Tuesday, Oct. 22 | 8 p.m.

Event Location: Bramlage Coliseum

Pairing:

The following guidelines must be used in the reporting of expenses:

1. Any item purchased or rented or made for WRL must have proof of purchase with the total cost. Receipts should be scanned or picture taken and included with the expense report. **NO original receipts accepted.**
2. Any item previously owned or donated for the WRL must be reported.
3. Any props or costumes not on the expense report and being used will be imposed as a penalty.

BUDGET - \$300

Purchased	Rented	Item Description	Quantity	Total Cost
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TOTAL _____

Already Owned	Donated	Item Description	Quantity
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Take a picture or scan all receipts and include them with expense form!

