



# High Rocks Educational Corporation



## Credit Card Receipt Form



1. Use one line for each item. If several items on the same receipt have the same class and grant and are the same type of item (food, educational vs. general supply, etc.) you can use a line for each subtotal.
2. TAPE receipts to back, whole receipt must be shown, don't fold receipts, and attach more pages if necessary. The receipts should be fully visible so that a copy of the page will show every receipt, unless the receipt is longer than the page, in which case you may secure it with a paperclip. **DO NOT USE STAPLES**

Name on Card used: \_\_\_\_\_

| Date | Items purchased, detailed description and CLASS | Where Purchased | Grant | Total without Sales Tax | Sales Tax | Shipping Cost/ Tip | Total |
|------|---|-----------------|-------|-------------------------|-----------|--------------------|-------|
|      |   |                 |       |                         |           |                    |       |
|      |   |                 |       |                         |           |                    |       |
|      |   |                 |       |                         |           |                    |       |
|      |   |                 |       |                         |           |                    |       |

### Class Reference

| HR4G                   | YOUTH COMM. ACTION: | Teaching Project   | PROGRAMS               | FUNDRAISING: | ADMINISTRATION      |
|------------------------|---------------------|--------------------|------------------------|--------------|---------------------|
| Admissions/Recruiting  | Pocahontas County   | Internship Program | EDUCATIONAL TRIPS      | Grants (F-G) | Admin Support       |
| Camp Steele            | Use Your Noodle     | Alumnae Program    | EVALUATION             | Donors (F-D) | Audit/Legal         |
| New Beginnings         | Steele Studio       | AMERICORPS         | GROW APP               | Events (F-E) | Capital Improv.     |
| Higher Ed/college trip | The HUB             | SCHOLARSHIPS       | LOCAL FOODS            |              | Organz. Develop.    |
| Horse Program          | Smoothie Bar        |                    | LDRSHP JOBS 4 STUDENTS |              | PROFSNL DEVEL       |
| Mentoring-Individual   | Local Foods         |                    | MAINTENANCE            |              | PROG SUPPORT YR RND |

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

Signature: \_\_\_\_\_