



**A Creative, Liberal Arts Charter School**  
 Est. 2009 by the REACH Parent Foundation

On the Brook Haven Campus  
 7905 Valentine Ave.  
 Sebastopol, CA 95472  
 Sebastopol Union School District

Karen Mirabelli, School Director 707-321-3793

**Debit Card Expense Summary**

Please list the debit card expenses for the month and a description of the purpose. Receipts or similar supporting documents should be attached.

Amount	Description	Code
	Total	

Code List

- |      |                             |        |                               |
|------|-----------------------------|--------|-------------------------------|
| 4200 | Instructional Materials     | 6405.4 | 4/5 <sup>th</sup> Field Trips |
| 4300 | Enrichment & Clubs Supplies | 6405.6 | 6 <sup>th</sup> Field Trips   |
| 4500 | School Supplies             | 6405.7 | 7 <sup>th</sup> Field Trips   |
| 5030 | Office Expenses             | 6405.8 | 8 <sup>th</sup> Field Trips   |
| 5050 | Teaching & Staff Gifts      | 6501   | Activity Night                |
| 6100 | Community Events            | 7030   | Outside Training Programs     |
| 6200 | Graduation Celebration      | 7100   | Parent Education              |

Other: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

President Approval (over \$150): \_\_\_\_\_ Date: \_\_\_\_\_