

SUMMARY EXPENSE REPORT



NOTE: The team leader cannot be reimbursed for purchases made by team members and then distribute the money.

Mail Form and Receipts To:			Please Make Check Payable To:	
Attn: Lisa Crumble Wisconsin Space Grant Consortium Carthage College 2001 Alford Park Drive Kenosha, WI 53140			Name: Jane Doe Address: 1234 Instruction Way Kenosha, WI 53140 City, State, Zip:	
Contact the WSGC office with any questions. spacegrant@carthage.edu 262.551.6054			Team Name:	
			Team Example	
Rcpt. #	Date	Vendor/Store	Description	Amount
1	2/15/16	Menards	5 min. Epoxy, Coolflow Valve, Isopropyl Alcohol	\$ 57.21
2	11/17/15	Walmart	Masks, Wood Sticks	\$ 18.12
3	4/5/16	Wildman Hobbies	Parachute, etc.	\$ 61.14
Total				\$ 136.47

REQUISITIONER STATEMENT: I declare all costs associated with this program are necessary and reasonable for this award, following all applicable WSGC regulations. The expenses listed on this report were personally incurred.

<i>John Doe</i>	<i>5/17/16</i>	<i>123-456-7890</i>
Team Member Signature	Date	Phone #
<i>Suzan Smith</i>	<i>6/1/16</i>	<i>234-567-8901</i>
Team Leader Signature	Date	Phone #
<i>John Doe</i>	<i>6-1-16</i>	<i>345-678-9102</i>
Team Advisor Signature	Date	Phone#

Example 2

MENARDS

PLATTEVILLE
1700 PROGRESSIVE PARKWAY
PLATTEVILLE, WI 53818



Return Receipt

This is not an original cash
register receipt

Not valid for rebate submissions

Allowable returns for items on this receipt
will be in the form of an in store credit
voucher if the return is done after
02/15/2016

LOC PRO HD EPOXY 5 MN 80Z0-
75353-06824-3
2516713 1@15.67 15.67

N95 W/ COOLFLOW VALVE 8511PB1
-A
5622840 2@19.89 39.78

SWAN 50% ISO ALCOHOL 16 OZ
BOTTLE
5710179 2@0.88 1.76

Payment Method(s) Used:

Visa - 3335

\$57.21

95684 08 9002 11/17/15 06:56 PM 3231

Walmart

Save money. Live better.

(608) 348 - 4888
MANAGER MIKE MARCHESE
1800 PROGRESSIVE PKWY
PLATTEVILLE WI 53818

ST# 00958 OP# 004694 TEN 18 TR# 09983
CR 3PK MASK 007535305102 8.88 X
SCTCH MASK 005113187019 4.27 X
WOOD STICKS 076594016791 4.97 X
SUBTOTAL 18.12

** VOIDED ENTRY **
WOOD STICKS 076594016791 4.97-X

** VOIDED ENTRY **
SCTCH MASK 005113187019 4.27-X

** VOIDED ENTRY **
CR 3PK MASK 007535305102 8.88-X

CR 3PK MASK 007535305102 8.88 0
SCTCH MASK 005113187019 4.27 0
WOOD STICKS 076594016791 4.97 0

SUBTOTAL 18.12
TOTAL 18.12
VISA TEND 18.12

VISA CREDIT **** * 3335 1 1
APPROVAL # 087982
REF # 1042000314
TRANS ID - 005322039870144
VALIDATION - 3WL3
PAYMENT SERVICE - E

AID A000000003101001
TC A48F16EE0EE505A5
TERMINAL # 281309934
*NO SIGNATURE REQUIRED

11/17/15 19:06:40

CHANGE DUE 0.00

ITEMS SOLD 3

TC# 1222 2806 1628 5052 8486



Low Prices You Can Trust. Every Day.
11/17/15 19:06:40

CUSTOMER COPY

Savings Catcher! Scan with Walmart app



Printed: 4/5/2016 7:42:54 AM
Store: 1

Example 3

Sales Receipt #1970

4/5/2016
Page

WILDMAN HOBBIES
PO BOX 33 25996 N. 2750 RD
VAN ORIN, IL. 61374
LEDP 3-IL-011-54-0E-00679
PHONE 815-638-3200
FAX 815-638-3412

Bill To:

Lookup	Item Name	Attribute	Size	Orig Price	Disc %	Type	Qty	Price	Ext Price	Tax
58" CHUTE	PAR58	PARACHUT	STANDARD	\$30.35			1	\$30.35	\$30.35	T
NOMEX 12X12	FCP12X12	NOMEX		\$8.06			2	\$8.06	\$16.11	T
QL3/16	QL3/16	QUICK LINI		\$2.33			2	\$2.33	\$4.66	T
Subtotal:								\$51.12		
Exempt 0 % Tax:								+ \$0.00		
Shipping:								+ \$10.02		
RECEIPT TOTAL:								\$61.14		

Credit Card: \$61.14 Visa

Thanks for shopping with us!



Thanks