

TECHNICAL THEATRE EXPENDITURES REPORT

This is an example of how to create the Expenditures Report for your tech notebook.

The items listed here show you

- how to list and explain items
- how to figure costs
- how to prove the amount you're claiming on expenses.

Remember, if borrowed, found, rented, and/or donated, an item used to create your design must be accounted for financially in your budget!

FALL FESTIVAL - YEAR - DIVISION

SCHOOL CODE - ZZZ

TECH CATEGORY - SET.S...(or)...COSTUMES...(or)...GRAPHICS

LIST OF MATERIALS USED / PURCHASED / RENTED / DONATED

COSTUME / MAKE-UP (Example)

Materials	Amount Spent
1. Partial bolt of Cotton fabric, donated by a parent. Approximately 15 yards left on bolt. Located equivalent material on Fabrics R Us.com for \$3.99 a yard = \$59.85 - Printed copy of web page is included to show on-Line price. Only used 7 yards	\$ 27.93
2. Bought lace ribbon at Walmart. \$8.99 for 25 yard roll. (Receipt included) Used 12.5 yards	\$ 4.50
3. Purchased two dresses from Goodwill. (Receipt included)	\$ 12.00
4. Bought make-up from Halloween Superstore. (Receipt included)	\$ 19.95
5. Two old pairs of Converse Hi-Tops, Donated by students. Found similar pair on eBay for \$2.99. (Printed copy of website with price, included)	\$ 5.98
6. Eagle necklace purchased from Claire's. (Receipt lost.) Found similar necklace online. (Copy of website with price)	\$ 4.95
7. Fabric paint. Had in our classroom. 3 colors used. Joann fabric.com lists each tube at \$5.99 each. Used 1/2 from each tube. (Copy of website with listing of Fabric Paint included) \$5.99 X 3 = \$17.97 ~ 1/2	\$ 8.99
TOTAL	\$ 84.30