Black Pine Animal Park

Name _____ Date _____

Date	Description	ANIMAL EXPENSES			ZOO EXPENSES			FUNDRAISING			OTHER	Total
		Hay, rats, & other feed	Vet care & meds	Bedding, Dishes, Lighting, Etc.	Fuel - note for which equipment	Maintenance - buildings, grounds, equipment	Cleaners, tools, rakes, etc.	Merchandise for re-sale	Special event expenses	Office supplies used regularly	List all other items here, include descriptions	
Totals												

(Requestor's Signature) *(Date)* *(Check issued by)* *(Date)* *(Check #)*

Please indicate under 'Description' the name of the store/business where item(s) were originally purchased. Include either on receipt or under 'Description' any additional notes to help us account correctly for the expense, such as 'gas for Raptor', or 'food for Roar n Snore'. The more details you provide, the more accurate our accounting will be for future budgeting and planning. Thanks.