CBI Expenditure Record

Sonoma County Office of Education

Use a sep CBI fund,	arate form for each category of CBI expenditures. Record expenditur sign record and submit to the fund custodian at the end of each mont	es as they occur and obtain a rece th. All funds remaining must be turn	ipt whenever poss ned in to the fund	sible. Reconcile the custodian.
Teacher		Month of		20
Work Site		Classroom Number		
CATEGO	ORY (check one): Home-to-School Transportation	☐ Other Transportation	□ Instruct	ional Supplies
Date	Activity/Expenditure Description	on	Expenditure	Balance
	Amount received for the month in this category			
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		· · · · · · · · · · · · · · · · · · ·		
		Total CBI Expenditures		
Fund Reconciliation Total CBI Expenditures Cash on hand + TOTAL		Attach Receipts Note: These funds must be returned to the fund custodian Note: This line must equal the total received for the month		
Teacher		Date		
Fund Custodian		Date		

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