

SPECIAL PROJECT FINAL EXPENDITURE

Project Manager _____ High School _____

Address _____

Email address _____ Phone: _____

If the amount spent is different than the amount approved by more than \$50, please contact the Tech Prep office for approval beforehand.

Category	Description	Amount Approved	Actual Spent
Consultant Fees			
Travel			
Equipment			
Supplies/ Materials			
Other			
TOTAL			

To close out this special project, please ensure that your district sends an invoice (along with copies of receipts and purchase orders) to the Tompkins Cortland Tech Prep for all of the items listed above. This information must be received by May 8, 2009.

Project recipient signature: _____ Date: _____

Mail with final invoice and copies of receipts and purchase orders to Victoria Zeppelin at the address below.

Return all correspondence to: Victoria Zeppelin, Tech Prep Director
 TC3 / 170 North Street / Dryden, NY 13053
 Ph 844-8211, x4328 Fax 844-6535
zeppelv@tc3.edu