



# SOUTHERN PLAINS EDUCATION COOPERATIVE

1200 N. Park St. \* Fairmont, MN 56031  
Phone (507) 238-1472 \* Fax (507) 238-2361

## EXPENSE FORM 2023-2024

DATE OF EXPENSE	PURPOSE	TO	FROM	MILES	IN-TOWN	OTHER (PARKING, FOOD) ATTACH

<b>SEND CHECK TO: (circle one)</b>	<b>MAIL:</b> Home address on file	<b>SCHOOL MAILBOX:</b> note below (Arise, SPEC, FHS, FES, etc)	<b>OTHER:</b> note below
	<b>Special notes or instructions:</b>		
<b>Signature:</b>	<b>Date:</b>	<b>RETURN TO JUDY BERKLAND: SPEC OFFICE</b>	
<b>Print Name:</b>	<b>Program:</b>		

**\*\*\*ALL EXPENSES FOR THE 2023-2024 SCHOOL YEAR NEED TO BE TURNED IN NO LATER THAN JULY 1ST, 2024\*\*\***

FOR OFFICE USE ONLY			
ACCOUNT CODE	AMOUNT	ACCOUNT CODE	AMOUNT
MILES DRIVEN ( ) x \$ 0.655 = \$		OTHER EXPENSES \$	
TOTAL EXPENSES \$		PROGRAM	
DIRECTOR'S SIGNATURE		DATE	