Client:	ID#		ONS Tax Year	
Classroom Aids			Telephone	
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Classroom Aids				
Attendance Books				
Arts & Crafts				
Audio Visual				
Books				
Decorations				
Food				
Grade Books				
Rentals				
Software				
Film/Processing				
Photocopying/Printing				
Publications				
Party Supplies				
Tools				
Trophies, Prizes & Awards				
Stationery				
Other				
Total				
Profes	ssional			
Conventions				
Dues				
E & O Insurance				
Job Seeking				
Legal Fees				
Licenses				
Memberships				
Seminars/Continuing Ed				
Continuing Ed				
Resumes				
School Functions				
Total				

Telephone				
Long distance				
Faxes				
Pay Phone				
Cellular				
Beeper/Pager				
Answering Service	-			
Other				
Total				
Equipment				
Calculator				
Camera				
Desk				
Chair				
Filing Cabinet				
Cell phone				
Tape Recorder				
Other				
Total				
Unifo	orms			
Dry cleaning				
Laundry				
Lab Coats				
Other				
Total				
Other Costs				
Postage				
Storage				
Other				
Total				
Vehicle & Travel				
See Vehicle, Travel & Entertainment Worksheet				