

BUSINESS EXPENSES OF EDUCATORS

NAME: _____

YEAR: _____

SUPPLIES

Arts & crafts materials \$ _____
 Audio visual supplies _____
 Books & paper _____
 Classroom decorations _____
 Computer software _____
 Film & processing _____
 Magazines & newspaper _____
 Party supplies _____
 Photocopy expense _____
 Plaques & trophies _____
 Records, cassettes, & CDs _____
 Stationery _____
 Student prizes & awards _____
 Visual aides & tapes _____
 Other: _____
 TOTAL: _____

DUES AND SUBSCRIPTIONS

Credential renewals \$ _____
 License _____
 Professional subscriptions _____
 School dues _____
 Union & association dues _____
 Other: _____
 TOTAL: _____

CONTINUING DEVELOPMENT

Correspondence course fees _____
 Lab fees _____
 Seminars _____
 Textbooks & manuals _____
 Tuition _____
 Other: _____
 TOTAL: _____

SPECIAL ACTIVITIES

Admissions to shows _____
 Admissions to school functions _____
 Admissions to student activities _____
 Other: _____
 TOTAL: _____

UNIFORM & CLEANING

Purchases _____
 Alterations _____
 Laundry _____
 Other: _____
 TOTAL: _____

OUTSIDE SERVICES

Attorney fees - job protection _____
 Clerical services _____
 Writing expenses _____
 Other: _____
 TOTAL: _____

UNCLASSIFIED

Bond for sabbatical leave _____
 Postage & shipping _____
 Publishing expenses _____
 Grade Book _____
 Flashcards _____
 Other: _____
 TOTAL: _____

TELEPHONE

Answering service _____
 Beeper/pager _____
 Cellular _____
 Faxes _____
 Monthly base rate _____
 Toll Calls _____
 2nd line _____
 Phone Cards _____
 Other: _____
 TOTAL: _____

EQUIPMENT PURCHASES

	<u>Business %</u>	<u>DATE</u>	<u>AMOUNT</u>
Computer	_____	_____	_____
Professional equipment	_____	_____	_____
Professional tools	_____	_____	_____
Typewriter	_____	_____	_____
Other: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL:	_____	_____	_____

If you have any questions, please call:

GrimesTax
Enrolled Agent
2570 Gladiator Drive
Fenton, MO 63026
(636) 225-1114 Fax: (636) 225-1700