The Post Oak School: Summary Event Financials **Event:** ______________________

completed by event chair(s)/POPA volunteer(s) *Name:* ______________________

ITEM No.	Description	Type	Qty.	Total $ expense	Total $ income	Supplier	Volunteer/purchaser

ITEM TYPES Venue rental (V) Food/beverage (FD) Printing (P) Artwork/design (A) Professional fees (PF) Travel (T)
Hire charge (H) Favors (FR) Floral (FL) Decorations/wrap (D) Underwriting (U) Other (O) ...describe