



**3532 Katella #112  
 Los Alamitos, CA 90720  
 e: BLTAX.COM  
 562 431-3733**

**TEACHER CHECKLIST**

| <b>MILEAGE &amp; TRAVEL</b>  |     | <b>CONTINUING EDUCATION</b>      |  | <b>CLASSROOM DECORATIONS</b>         |  |
|--|-----|----------------------------------|--|--------------------------------------|--|
| Continuing Education   |     | College & University Expenses    |  | Posters                              |  |
| Seminars & Training  |     | Extension Courses                |  | Room Decorations                     |  |
| Field/Extracurricular Trips  |     | Seminars                         |  | Holiday Decorations                  |  |
| Coaching Events  |     | Research Projects                |  | Disney / Childrens Materials         |  |
| PTA / Staff Meetings   |     | Coaching Shoes                   |  | Equipment Rental                     |  |
| Job Seeking  |     |                                  |  |                                      |  |
| School <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |     | <b>EXTRACURRICULAR EXPENSES</b>  |  | <b>GROCERY STORE EXPENSES</b>        |  |
| R.T. Days/Wk Weeks   | XXX | Athletic Activites               |  | Candy                                |  |
| Other Mileage  |     | Banquets                         |  | Christmas / Holiday Foods            |  |
|  |     | Coaching Expenses                |  | Classroom Party Supplies             |  |
| <b>TRAVEL</b>  |     | Uniforms / Clothing              |  | Desserts / Food Coloring             |  |
| Lodging  |     | Coaching Shoes                   |  | Multi-Cultural Food                  |  |
| Airfare & Transportation   |     | Athletic Equipment               |  | Salt/Ice, Science Materials          |  |
| Meals  |     | Physical Exam                    |  | Tissues / Towels                     |  |
| Other  |     | Sports Tickets                   |  | Other                                |  |
|  |     | Playground Balls                 |  |                                      |  |
| <b>PROFESSIONAL DUES</b>   |     | Cultural Events / Field Trips    |  | <b>ARTS &amp; CRAFTS</b>             |  |
| Teacher Association Dues   |     | Musical Instruments & Repair     |  | Replacement Clothes / Aprons         |  |
| Credential Renewal   |     | Sheet Music                      |  | Paint, Brushes, Clay, yarn           |  |
| PTA / School Association   |     | Theater and Concert Tickets      |  | Containers                           |  |
| Auto Club  |     | Holiday Gifts                    |  | Other Supplies                       |  |
| Other Professional Memberships   |     | Student and Parent Gifts         |  |                                      |  |
|  |     | Student Awards and Certificates  |  |                                      |  |
|  |     |                                  |  |                                      |  |
| <b>BOOKS, PERIODICALS &amp; SOFTWARE</b>                                       |     | <b>TEACHING SUPPLIES</b>         |  | <b>STATIONERY STORE / COSTCO</b>     |  |
| College/University Schoolbooks   |     | Audio/Visual Tapes, CR-Roms      |  | Pens/Pencils/Chalk/Erasers           |  |
| Newspapers & Magazines   |     | VCR, Recorder, Radio             |  | Crayons, Colored Markers             |  |
| Motivat/Personal Improvmt Tapes  |     | Headphones                       |  | Rulers, Scissors, Clips              |  |
| Craft Books  |     | Music                            |  | Stationery, Clipboards etc.          |  |
| Resource Books / Encyclopedias   |     | Disney / Childrens Tapes         |  | Glue, Tape, Staples, Fasteners       |  |
| Science / Learning Books   |     | Specialized Tapes                |  | Folders, Envelopes, Posters          |  |
| Motivat/Personal Improvmt Tapes  |     | Travel Materials                 |  | Stickers, Stars & Stamps             |  |
| Training Guides & Manuals  |     | Photography Expenses             |  | Other                                |  |
| Teacher / Parenting Magazines  |     | Picture Frames                   |  |                                      |  |
|  |     |                                  |  |                                      |  |
| <b>JOB SEARCH COSTS</b>  |     | <b>HOME EXPENSES</b>             |  | <b>CLASSROOM PETS &amp; SUPPLIES</b> |  |
| Resumes  |     | Library / Computer Depreciation  |  | Animal / Wildlife Books & Magazines  |  |
| Promotional Costs  |     | Bookcase / Desk /Filing Cabinets |  | Animals, Acquairums, Cages           |  |
| Promotional Coaching - Seminars  |     | Telephone Usage                  |  | Food, Medicine, Toys & Supplies      |  |
| Other  |     | Payment to Child for Assistance  |  | Other                                |  |
|  |     |                                  |  |                                      |  |