

OFFICE REFRESHMENTS & KITCHEN STOCK EXPENSE REPORT

Submitted By:

Report Date:

Department:

Period Covered:

Office Location:

Cost Center:

DATE	ITEM DESCRIPTION	CATEGORY (E.G., BEVERAGES, SNACKS, UTENSILS)	QTY	UNIT COST	TOTAL

Subtotal	
Tax / VAT	
Grand Total	

Claimant Signature & Date

Approved By (Signature & Date)