

EXPENSE STATEMENT

STATEMENT DATE: _____

COMPANY / DEPT: _____

REPORTING PERIOD: _____

ACCOUNT NAME: _____

ACCOUNT NUMBER: _____

BEGINNING BALANCE
TOTAL DEBITS (+)
TOTAL CREDITS (-)
ENDING BALANCE

DATE	REFERENCE #	DESCRIPTION / PAYEE	DEBIT (+)	CREDIT (-)	BALANCE

Prepared By (Signature) _____ Date _____

Approved By (Signature) _____ Date _____

