

# ERP EXPENSE TRACKING

Multi-Department Allocation & Reconciliation Template

DOCUMENT REFERENCE

REPORTING PERIOD

SUBMISSION DATE

PREPARED BY

## DEPARTMENTAL ALLOCATION SUMMARY

## ITEMIZED EXPENSE LOG

Reconciliation Notes & System Log References

Total Budget Allocation

**Total Actual Expenses**

**PREPARED BY (SIGNATURE)**

Date:

**DEPARTMENT HEAD APPROVAL**

Date:

**FINANCE CONTROLLER / ERP SIGN-OFF**

Date: