

OFFICE FURNITURE & FIXTURES

Commercial Purchase Ledger

COMPANY / DEPARTMENT

PERIOD / FISCAL YEAR

LEDGER ACCOUNT CODE

PREPARED BY

TOTAL CAPITALIZED PURCHASES

TOTAL EXPENSED ITEMS

TOTAL QUANTITY ACQUIRED

CUMULATIVE EXPENDITURE

Total Ledger Balance

PREPARED BY (SIGNATURE / DATE)

REVIEWED BY (SIGNATURE / DATE)

APPROVED BY (SIGNATURE / DATE)