EMAIL OUTREACH & NEWSLETTER EXPENSE LEDGER

Campaign & Platform Cost Tracking

PERIOD / MONTH _____

DEPARTMENT / COST CENTER _____

CAMPAIGN NAME _____

PREPARED BY _____

APPROVED BY _____

DATE OF REPORT _____

DATE	CATEGORY	VENDOR / TOOL	DESCRIPTION / PURPOSE	BUDGET ($)	ACTUAL ($)	VARIANCE ($)
			Total			

PREPARED BY (SIGNATURE)

AUTHORIZED APPROVAL (SIGNATURE)