

OFFICE KITCHEN & REFRESHMENT EXPENSE SHEET

Department / Group _____

Statement Period _____

Prepared By _____

Approved By _____

Date	Item Description	Category	Qty	Unit Price	Total Price
		▼			
		▼			
		▼			
		▼			
		▼			
		▼			
		▼			
		▼			

Notes / Comments

Subtotal

Tax

Total Expense

Employee Signature / Date

Approver Signature / Date