

# STATIONERY & PAPER EXPENSE REPORT

---

DEPARTMENT/GROUP:

SUBMITTED BY:

EMPLOYEE ID:

REPORT DATE:

PERIOD FROM/TO:

COST CENTER / CODE:

DATE	ITEM DESCRIPTION	CATEGORY	QTY	UNIT PRICE	TOTAL

**Subtotal:** \_\_\_\_\_

**Tax:** \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

---

EMPLOYEE SIGNATURE & DATE

---

AUTHORIZED APPROVER SIGNATURE & DATE