

CORPORATE PUBLICATIONS & OFFICE BOOKS EXPENSE REPORT

Expense submission for professional development materials, technical literature, and subscriptions.

Employee Name: _____

Department: _____

Job Title: _____

Manager/Approver: _____

Report Date: _____

Cost Center / Project: _____

PURCHASE DATE	TITLE / PUBLICATION NAME	PUBLISHER / AUTHOR	CATEGORY	QTY	UNIT PRICE	TOTAL AMOUNT

Subtotal	
Tax (VAT / Sales)	
Shipping / Delivery	
Grand Total	

Employee Signature Date

Authorized Approver Signature Date