

Promotional Events & Marketing Campaign Record

EVENT NAME	_____
EVENT DATE	_____
PROJECT MANAGER	_____
DEPARTMENT / COST CENTER	_____

TOTAL APPROVED BUDGET
TOTAL ACTUAL EXPENSES
REMAINING BALANCE

DATE	CATEGORY	DESCRIPTION / ITEM	VENDOR	QTY	UNIT COST	TOTAL COST	STATUS
Total Expenditures:							
PREPARED BY (EVENT COORDINATOR)							
APPROVED BY (MARKETING DIRECTOR / CFO)							