CORPORATE DECOR & FACILITY ENHANCEMENT COST LOG

Expense Template for Office Decor and Improvements

Project/Office Location:

Department:

Project Manager:

Date Range:

Total Allocated Budget:

Approved By:

Date	Item / Service Description	Category	Vendor / Contractor	Invoice #	Budget ($)	Actual ($)	Variance ($)
				Total:			

Prepared By (Signature & Date)

Authorized Approval (Signature & Date)