

# OFFICE BOOKS & PUBLICATIONS EXPENSE LOG

Department:  
Period / Month:  
Prepared By:  
Approved By:

| Date                | Book / Publication Title | Publisher / Author | Format (Print/Digital/Sub) | Requestor/Department | Qty | Unit Price | Total Cost |
|---------------------|--------------------------|--------------------|----------------------------|----------------------|-----|------------|------------|
|                     |                          |                    |                            |                      |     |            |            |
|                     |                          |                    |                            |                      |     |            |            |
|                     |                          |                    |                            |                      |     |            |            |
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|                     |                          |                    |                            |                      |     |            |            |
|                     |                          |                    |                            |                      |     |            |            |
| Total Expenditures: |                          |                    |                            |                      |     |            |            |

Employee Signature

Date: \_\_\_\_\_

Approver Signature

Date: \_\_\_\_\_