

OFFICE COMPUTER HARDWARE PROCUREMENT EXPENSE TRACKER

Department:

Date:

Prepared By:

Approved By:

TOTAL BUDGET ALLOCATED
TOTAL EXPENSES INCURRED
REMAINING BALANCE

NO.	ITEM DESCRIPTION	CATEGORY	QTY	UNIT PRICE	TOTAL PRICE	VENDOR	DATE
-----	------------------	----------	-----	------------	-------------	--------	------

Prepared By (Signature / Date)

Authorized Approval (Signature / Date)