DAILY POSTAGE & PARCEL OUTLAY LOG

Office Shipping and Expense Tracking Template

DATE

DEPARTMENT / COST CENTER

PREPARED BY

DATE/TIME	RECIPIENT & DESTINATION	CARRIER & SERVICE	TRACKING / REFERENCE NUMBER	CONTENTS / PURPOSE	WEIGHT	COST ($)	BILLING CODE

Total Shipments	
Total Outlay ($)	

PREPARED BY SIGNATURE / DATE

AUTHORIZED APPROVAL SIGNATURE / DATE