GRAPHIC DESIGN & BRANDING

Expense Sheet

PROJECT NAME	
DATE SUBMITTED	
CLIENT / ACCOUNT	
PREPARED BY	
DEPARTMENT / CODE	
APPROVED BY	

EXPENSE CATEGORY	DESCRIPTION (ASSET/SERVICE)	VENDOR	QTY/HRS	UNIT COST	TOTAL

Subtotal	
Tax / VAT	
Other / Fees	
Grand Total	

SUBMITTED BY (SIGNATURE & DATE)

AUTHORIZED APPROVAL (SIGNATURE & DATE)