OFFICE STATIONERY & PAPER GOODS COST SHEET

Expense Details and Record Template

Department: _____

Date: _____

Requested By: _____

Cost Center: _____

ITEM DESCRIPTION	CATEGORY	QTY	UNIT COST ($)	TOTAL COST ($)

Subtotal	
Tax / VAT	
Shipping & Handling	
Grand Total	

Prepared By (Signature & Date)

Approved By (Signature & Date)