

# DESKTOP AND LAPTOP HARDWARE EXPENSE REPORT

Office Computer Hardware Procurement & Expense Record

Employee Name: \_\_\_\_\_

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

Department: \_\_\_\_\_

Report Number: \_\_\_\_\_

Project/Cost Center: \_\_\_\_\_

Manager/Approver: \_\_\_\_\_

Item	Item Description (Brand, Model, Specs)	Serial Number / Tag	Hardware Category	Qty	Unit Price	Total Price
1						
2						
3						
4						
5						
6						
7						
8						

<b>Subtotal</b>	
<b>Sales Tax</b>	
<b>Shipping &amp; Handling</b>	
<b>Grand Total</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Authorized Approver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date