

# PROMOTIONAL SWAG & GIVEAWAY EXPENSE SHEET

Marketing Department Expense Tracking & Reconciliation

**CAMPAIGN / EVENT:**

**DATE PREPARED:**

**PREPARED BY:**

**DEPARTMENT / COST CENTER:**

TOTAL ALLOCATED BUDGET

TOTAL ACTUAL SPENT

REMAINING BALANCE

**Total Summary:**

---

Prepared By (Signature / Date)

---

Authorized Approval (Signature / Date)

