

OFFICE FURNITURE & FIXTURES EXPENSE SHEET

Expense Report Template

Department:

Date:

Prepared By:

Project/Location:

Approved By:

Budget Code:

DATE	ITEM DESCRIPTION	CATEGORY	VENDOR / SUPPLIER	QTY	UNIT PRICE	TOTAL COST
Total Expenditures						

Submitted By (Signature & Date)

Authorized By (Signature & Date)