OFFICE REDECORATING & INTERIOR UPGRADE

EXPENSE TEMPLATE

DEPARTMENT / BRANCH:

DATE PREPARED:

PROJECT MANAGER:

PROJECT CODE / ID:

APPROVED BUDGET LIMIT

TOTAL ACTUAL EXPENSES

REMAINING BALANCE

DATE	CATEGORY	ITEM DESCRIPTION / DETAILS	VENDOR / SUPPLIER	QTY	UNIT COST	TOTAL COST

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

PREPARED BY (SIGNATURE) DATE

AUTHORIZED APPROVAL (SIGNATURE) DATE