OFFICE KITCHEN AND BREAKROOM EXPENSE TRACKER

Snacks, Beverages, and Kitchen Supplies Procurement Log

Reporting Period: _____

Date Prepared: _____

Prepared By: _____

Department/Branch: _____

ALLOCATED BUDGET

TOTAL EXPENSES

REMAINING BALANCE

DATE	ITEM DESCRIPTION	CATEGORY	QTY	UNIT PRICE	TOTAL COST	PAYMENT METHOD	RECEIPT
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PREPARED BY (SIGNATURE)

APPROVED BY (SIGNATURE)