POSTAGE & SHIPPING EXPENSE REPORT

Office Mailing and Logistics Log

Department: _____

Prepared By: _____

Reporting Period: _____

TOTAL POSTAGE EXPENSE

TOTAL SHIPPING EXPENSE

GRAND TOTAL

DATE	CARRIER / SERVICE	TRACKING NUMBER	RECIPIENT & DESTINATION	PURPOSE / PROJECT	POSTAGE COST	SHIPPING COST
				Totals:		

Submitted By (Signature & Date)

Approved By (Signature & Date)