

EXECUTIVE SUITE

Furniture & Fixtures Expense Report

Report No: _____

Date: _____

Cost Center: _____

Prepared By: _____

Title: _____

Department: _____

Suite / Office: _____

Project Code: _____

Approved By: _____

QTY	ITEM DESCRIPTION	CATEGORY	VENDOR	UNIT COST	TOTAL COST

Subtotal: _____

Tax: _____

Shipping & Delivery: _____

Installation & Setup: _____

Total Expense: _____

Prepared By Signature

Date: _____

Authorized Approval Signature

Date: _____