OFFICE SECURITY & SAFETY EXPENSE LOG

Record of expenditures related to physical security, surveillance, fire protection, and safety compliance.

Department / Location:
Log Period:
Prepared By:
Approved By:

Date	Category	Description of Item / Service	Vendor / Provider	Reference/Inv #	Cost

Subtotal	
Tax / Other Fees	
Total Expense	

PREPARED BY SIGNATURE & DATE

AUTHORIZED APPROVAL SIGNATURE & DATE