

WORKPLACE EMERGENCY & SECURITY EXPENSE SHEET

Office Security and Safety Procurement Log

Department:		Date Prepared:	
Location/Office:		Prepared By:	
Reporting Period:		Approved By:	

DATE	CATEGORY (E.G., FIRE, ACCESS, CCTV)	ITEM / SERVICE DESCRIPTION	VENDOR	INVOICE #	COST (USD)

Subtotal	
Tax / Additional Fees	
Total Expense	

Authorized Submitter Signature & Date

Department Head / Approver Signature & Date