

ANNUAL OFFICE SHIPPING BUDGET & EXPENSE TRACKER

FISCAL YEAR

DEPARTMENT / COST CENTER

AUTHORIZED APPROVER

TOTAL ANNUAL BUDGET

YTD ACTUAL SPEND

REMAINING BALANCE

MONTHLY BUDGET ALLOCATION & VARIANCE

MONTH	BUDGETED AMOUNT (\$)	ACTUAL SPENT (\$)	VARIANCE (+ / -)
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
TOTAL			

SHIPPING & POSTAGE EXPENSE LOG

DATE	CARRIER / METHOD	TRACKING / REFERENCE #	DEPARTMENT/PROJECT	DESCRIPTION / PURPOSE	COST (\$)
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DATE

CARRIER /
METHOD

TRACKING / REFERENCE
#

DEPARTMENT/PROJECT

DESCRIPTION / PURPOSE

COST (\$)