

# Promotional Product & Giveaway Spending Tracker

Expense Template for Promotional Merchandise and Giveaways

CAMPAIGN / EVENT NAME

DEPARTMENT / COST CENTER

DATE PREPARED

PREPARED BY

<b>TOTAL ALLOCATED BUDGET</b>	
<b>TOTAL ACTUAL SPENT</b>	
<b>REMAINING BALANCE</b>	

**Total Direct Expenses**

**Distribution Strategy & Notes**