

PROMOTIONAL SWAG & GIFT COST LOG

CAMPAIGN / EVENT NAME _____

DEPARTMENT / COST CENTER _____

PROJECT MANAGER _____

DATE RANGE _____

ALLOCATED BUDGET

TOTAL ACTUAL SPEND

REMAINING BALANCE

DATE	ITEM DESCRIPTION	CATEGORY	VENDOR	QTY	UNIT COST	TOTAL COST
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Total Expense

PREPARED BY (SIGNATURE & DATE)

APPROVED BY (SIGNATURE & DATE)

