

WORKPLACE TECHNOLOGY AND FURNITURE EXPENSE TRACKER

Office Equipment Acquisition & Allocation Template

DEPARTMENT / PROJECT

PREPARED BY

REPORTING PERIOD

DATE OF SUBMISSION

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

ALLOCATED BUDGET

TOTAL ACTUAL EXPENSES

REMAINING BALANCE

PREPARED BY (SIGNATURE / DATE)

AUTHORIZED APPROVAL (SIGNATURE / DATE)