St. Barts Episcopal Church
Livermore, CA
Expense Report

Reporting Person: Report Date:

Total Expenses $ 0.00

Date	Item Description	Purchased From	Reason/Use	How cost Determined	Expense ($)

To sum the Expense column:
Place curser on '$ 0.00', LEFT click mouse, then RIGHT click mouse and select 'Update Field'
If no mouse, Press CTRL A keys at the same time, then Press F9 key.
Do not add more rows because they will not correctly sum. Use separate reports if needed.

Signatures (Typed or Ink)	Date
Submitted By	
Authorized By	
Budget Category	