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|  | Reporting Person: Report Date:  |  |  |

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|  |  |  |  | Total Expenses | $ 0.00 |
| Date | Item Description | Purchased From | Reason/Use | How cost Determined | Expense ($) |
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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.

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