

Division Operational Expense Allocation Form

Division Details

Division Name:

Prepared By:

Date:

Expense Allocation Summary

No.	Expense Category	Description	Allocated Amount	Remarks
1	Office Supplies	Stationery, printer ink, etc.	<input type="text"/>	<input type="text"/>
2	Utilities	Electricity, water, internet	<input type="text"/>	<input type="text"/>
3	Travel	Business trips, transportation	<input type="text"/>	<input type="text"/>
4	Maintenance	Equipment and office maintenance	<input type="text"/>	<input type="text"/>
5	Others	Specify <input type="text"/>	<input type="text"/>	<input type="text"/>
Total			<input type="text"/>	

Approval

Approved By:

Approval Date:

Important Notes

- Ensure all allocations are supported by valid documentation and estimates.
- Double-check category descriptions and allocated amounts for accuracy.
- This form should be approved by the authorized personnel before implementation.
- Keep a copy of the completed form for audit and reference purposes.