

Department Expense Ledger

Department: Marketing Prepared By: J. Doe
Month: June 2024

| Date | Expense Category | Description | Vendor/Payee | Reference / Doc # | Amount (USD) | Paid By | Status | Notes |
|------------|-----------------------|----------------------------|--------------|-------------------|--------------|---------------|---------|-------------------|
| 2024-06-02 | Supplies | Printer Ink | OfficeDepot | INV-2024-0175 | 120.00 | Company Card | Paid | |
| 2024-06-06 | Travel | Client Meeting - Taxi fare | City Cab | RCPT-6543 | 32.50 | Cash | Claimed | Reimburse pending |
| 2024-06-12 | Advertising | Social Media Campaign | AdFlex | ORDER-58801 | 450.00 | Credit | Paid | |
| 2024-06-15 | Meals & Entertainment | Team Lunch | Local Bistro | RCPT-1098 | 98.70 | Personal Card | Claimed | |
| 2024-06-20 | Utilities | Internet Bill | WebConnect | INV-77119 | 80.00 | Company Card | Paid | Auto-pay |
| | | | | | 781.20 | | | |

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Important Notes:

- Each expense should be supported by proper documentation (invoice, receipt, etc).
- Regularly update the ledger to ensure timely reporting and tracking of departmental spending.
- Use clear and consistent categories for easier analysis and auditing.
- Verify that all reimbursement claims are submitted with corresponding receipts.
- Monitor the total monthly expenditure to stay within the departmental budget.