

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

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.