

Expense Ledger for Department

Department Name: _____

Department Code: _____

Reporting Period: _____

Prepared By: _____

Date Prepared: _____

#	Date	Voucher / Ref No.	Description	Category	Amount (₱)	Remarks
1	2024-06-04	VOU-00125	Office Supplies Purchase	Supplies	2,450.00	-
2	2024-06-10	VOU-00145	Travel Reimbursement (Seminar)	Travel	3,000.00	Approved
3	2024-06-18	VOU-00160	Meals and Hospitality	Meals	1,200.00	-
4	2024-06-20	VOU-00172	Printer Maintenance	Maintenance	850.00	Receipt Attached
Total					7,500.00	

Important Notes:

- This ledger serves as a printed record for departmental expense tracking and auditing.
- Ensure all entries are supported by valid receipts or documents.
- Alterations or erasures should be counter-signed by authorized personnel.
- Keep this document filed securely for reference and compliance purposes.