

Multi-Department Expense Settlement Document

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Settlement Summary

Expense Period:
2024-05-01 – 2024-05-31

Total Amount:
\$7,350.00

Expense Breakdown by Department

Department	Expense Type	Description	Amount (USD)	Allocated By
Marketing	Travel	Annual Marketing Conference	2,400.00	Sara Kim
IT	Software	Cloud Service Subscription - May	1,800.00	Kevin Yan
HR	Training	Diversity Workshop	950.00	Isha Patel
Operations	Supplies	Office Equipment Purchase	1,200.00	Linda Chow
Finance	Consulting	Audit Fees	1,000.00	David Brown
Total			\$7,350.00	

Approvals

Department Head	Signature	Date
Marketing	_____	_____
IT	_____	_____
HR	_____	_____
Operations	_____	_____
Finance	_____	_____

Important Notes

- All expenses must be supported by valid receipts and necessary documentation.
- Department heads are responsible for verifying all items before approval.
- Settlement is subject to review by the Finance Department before final processing.
- Discrepancies or disputes should be reported within five business days.
- This document serves as an official record for inter-departmental accounting.