

Departmental Expense Summary Record

Department: Marketing

Department Head: Sarah Lee

Period Covered: 01 Apr 2024 – 30 Jun 2024

Date Prepared: 30 Jun 2024

Prepared by: John Doe

Date	Expense Category	Description	Reference/Invoice	Amount (\$)
03 Apr 2024	Office Supplies	Printer cartridges	INV-1029	120.00
15 Apr 2024	Travel	Client meeting travel	TRV-2874	350.00
22 May 2024	Advertising	Social media ads	AD-3167	500.00
10 Jun 2024	Office Maintenance	AC Repair	SRV-7941	75.00
Total				\$1,045.00

Important Notes:

- This record should be updated regularly to ensure accurate departmental expense tracking.
- All expenses must be supported by valid receipts or invoices.
- Verify entries before submission to management for approval.
- Keep this summary on file for auditing and future reference.