

# Itemized Project Expense Statement

Project Name: Sample Infrastructure Upgrade  
Project Code or ID: INF-2024-001  
Prepared By: Jane Doe  
Date: 2024-06-12  
Reporting Period: 01 May 2024 – 31 May 2024

## Expense Breakdown

| Expense Item                   | Description                      | Date       | Amount (USD) | Remarks           |
|--------------------------------|----------------------------------|------------|--------------|-------------------|
| Procurement of Network Devices | Switches and routers for phase 1 | 2024-05-05 | 2,800        | -                 |
| Professional Services          | Network installation labor       | 2024-05-13 | 1,450        | External vendor   |
| Training & Workshop            | Technical staff upskilling       | 2024-05-22 | 800          | -                 |
| Office Supplies                | Cables and connectors            | 2024-05-28 | 250          | Receipts attached |
|                                |                                  |            |              |                   |