

Itemized Expense Breakdown Sheet

Report Name: Q2 Office Supplies

Prepared By: Maria West

Department: Administration

Date: 2024-06-05

Expense Breakdown

Item Description	Category	Date	Quantity	Amount (USD)
A4 Printing Paper (5 packs)	Stationery	2024-04-10	5	25.00
BIC Blue Pens (box of 50)	Stationery	2024-04-15	1	12.50
Staplers	Office Equipment	2024-05-02	3	18.00
Printer Ink Cartridge	Consumables	2024-05-12	2	66.00
Conference Room Whiteboard Markers	Stationery	2024-05-20	2	9.00
Total				130.50

Important Notes

- Ensure each expense entry is supported by valid receipts or invoices.
- Item descriptions should be as specific as possible for transparency.
- Review all calculations to avoid discrepancies.
- This document helps track, audit, and justify organizational spending.
- Retain this sheet for future reference and financial audits.