



Facility

Expense Report

Month

1. Supplies

Date	Vendor	Amount
Total		

4. Grocery Expense

Date	Vendor	Amount
Total		

2. Fuel Expense

Date	Vendor	Amount
Total		

3. Recreation Expense

Date	Vendor	Amount
Total		

5. Miscellaneous

Date	Vendor	Amount
Total		

***Please STAPLE all receipts to the back of this document and turn in by the 5th of the month. Place the receipts in order by Category.**

Employee Signature

Date