

Office Supplies Expense Statement Form

The **office supplies expense statement form** sample provides a clear template for tracking and documenting all office supply purchases and costs. This form helps organizations maintain accurate financial records and streamline expense reporting processes. Using a standardized form ensures consistency and accountability in managing office supply budgets.

Employee & Department Information

Employee Name		Department	
Date Submitted		Employee ID	

Office Supplies Expense Details

Date of Purchase	Description of Item	Vendor/Store	Quantity	Unit Cost	Total Cost	Receipt Attached
						<input type="checkbox"/>
						<input type="checkbox"/>
TOTAL AMOUNT						

Explanation / Notes

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Employee Signature: _____ Date: _____

Manager Approval: _____ Date: _____