

# 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	<input type="text"/>	Department	<input type="text"/>
Date Submitted	<input type="text"/>	Employee ID	<input type="text"/>

## Office Supplies Expense Details

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

## Explanation / Notes

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_