Simple Office Expense Form

This **simple office expense form** sample provides an easy-to-use template for tracking daily office expenditures. Designed for clarity and efficiency, it helps businesses manage their budgets effectively. Use this form to record all essential details, ensuring accurate expense reporting.

Date	Description	Category	Amount	Paid By	Notes
	e.g., Office Supplies	Select ▾		Staff Name	Optional
		Select ▾			
		Select ▾			
Total					

Prepared by: [Name]

Date: [ ]

Signature: _____