

## Itemized Expense Receipt Form

The **itemized expense receipt form** for nonprofit organizations provides a detailed record of expenditures, ensuring transparency and compliance with financial regulations. This form helps nonprofits track and verify each expense, facilitating accurate budgeting and reporting. Utilizing this tool promotes accountability and supports effective financial management within the organization.

**Organization Name:**

**Submitted By:**

**Date of Submission:**

Date	Description of Expense	Vendor/Payee	Account/Fund	Payment Method	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Cash <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Cash <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Cash <input type="button" value="▼"/>	<input type="text"/>
<b>Total:</b>					<input type="text"/>

**Notes:**

1. Attach all relevant receipts to this form.
2. Ensure all expenses comply with the organization's expense policy.

Employee Signature / Date

Approved By / Date