

Department Expense Tracking Template

Department Name

Manager

Period

Expense Details

Date	Expense Category	Description	Vendor/Payee	Amount	Account/Code	Status
YYYY-MM	-- Select --	Description	Vendor/Payee		Account/Code	--
YYYY-MM	-- Select --	Description	Vendor/Payee		Account/Code	--
YYYY-MM	-- Select --	Description	Vendor/Payee		Account/Code	--

Summary

Total Budget	
Total Expenses	
Budget Remaining	