

# Department Expense Tracking Template

Department Name

Enter Department Name

Manager

Enter Manager Name

Period

e.g. Q1 2024

## Expense Details

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

## Summary

Total Budget	<div></div>
Total Expenses	<div></div>
Budget Remaining	<div></div>