# **Expense Report**

#### Action

☑ Purchase □ Refund

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### Creditor

### The Sam Group

Enter name of business or member

#### **Receipt / Invoice**

☑ Attached □ Sent Separately □ Held by Purchaser

Expensed By	Date
Bill Murrell	2019-04-03
Who made the nurehase / Pofund / etc	

Who made the purchase / Refund / etc.

# **Expenditures**

## Item 1

Description	Qty	Cost	SubTotal
T shirts	1	\$177.42	\$177.42

### Purpose

14 T shirts

# Payment

Paid by	Total
🗆 Interac 🗆 PayPal 🗆 Cash	\$177.42
☑ Visa	

#### **Transaction Number** 2019012

Attachment