

Expense Report

Action

Purchase Refund

Transaction Number

2019013

Creditor

Enter name of business or member

Receipt / Invoice

Attached Sent Separately Held by Purchaser

Attachment

dollar store envelopes 2019.pdf

Expensed By**Date**

Who made the purchase / Refund / etc.

Expenditures

Item 1

| Description | Qty | Cost | SubTotal |
|--|--------------------------------|-------------------------------------|----------|
| <input type="text" value="envelopes"/> | <input type="text" value="1"/> | <input type="text" value="\$7.06"/> | \$7.06 |

Purpose**Item 2**

| Description | Qty | Cost | SubTotal |
|----------------------|----------------------|----------------------|----------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | \$0.00 |

Purpose

Payment

Paid by

Interac PayPal Cash

Total

\$7.06