Expense Report

Action ☑ Purchase ☐ Refund		Transaction Number 2019011	
Creditor			
The Sam Group			
Enter name of business or member			
Receipt / Invoice ☑ Attached □ Sent Separately □ Held by Purchaser		Attachment bball hats.pdf	
Expensed By	Date		
Bill Murrell	2019-04-26		
Who made the purchase / Refund / etc.			
Expenditures			
Item 1			
Description	Qty	Cost	SubTotal
golf shirts	1	\$585.34	\$585.34
Purpose			
18 shirts			
Item 2			
Description	Qty	Cost	SubTotal \$340.02
bball hats	1	\$340.02	
Purpose			_
17 hats			
Payment			
Paid by □ Interac □ PayPal □ Cash			Total \$925.36
Visa			