

COVID-19 Record of Expenses for Personal Protection Equipment and Supplies

EXPENSE DISBURSEMENTS

Name: _____

Week Ending: _____

Date	Work Location	Item Description	Quantity	Method of Payment	Purpose or use/ Notes	Receipt Attached	TOTAL Cost
TOTAL							

Approved: _____

COVID-19 Record of Expenses for Personal Protection Equipment and Supplies

EXPENSE DISBURSEMENTS

Name: Robert Bishop

Week Ending: 3/28/2020

Date	Work Location	Item Description	Quantity	Method of Payment	Purpose or use/ Notes	Receipt Attached	TOTAL Cost
3/25/20	120 Broadway	N-95 Masks	100,000	AMEX# 1234-1234-1234-1234 (Firm Card)	Personal protection of building occupants	Yes	\$100,000
TOTAL							\$100,000

Approved: _____