

# Expense Report

**Action**  
Purchase

**Transaction Number**  
2019000

**Creditor**  
Staples

**Receipt / Invoice**  
Held by Purchaser

**Attachment**

**Expensed By**  
Len

**Date**  
2019-12-12

## Expenditures

### Item 1

Description	Qty	Cost	SubTotal
Dymo printer labels	2	\$27.99	\$55.98

**Purpose**  
Printing envelope labels

### Item 2

Description	Qty	Cost	SubTotal
Tax	1	\$7.28	\$7.28

**Purpose**

## Payment

**Paid by**  
Interac

**Total**  
\$63.26