

Daily **EXPENSE** Log

M—T—W—R—F    DATE \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

	Type			Item			Amount	Number	Account	Payee	Initials
	Fix	Var	Oth	Cash	Chk	CC	\$	#			
1											
2											
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Staff Signature

Use this figure to add into Daily Productivity Sheet or use your average daily fixed expense with only the daily variable totals.