EXPENSE LOG

American Mechanical, Corp.
PO Box 1136
Monroe, WA 98272

Name:
Week Ending:

TYPE (PARKING, GAS, MATERIALS, ETC)	AMOUNT	JOB NAME & NUMBER

All receipts will need to be turned in prior to being paid for them.
If no receipt is available (parking meter), you will need to indicate it on this form.
All Expense Sheets/Receipts MUST be originals and then will be paid every Friday.
Expense Sheets must be turned in no later than the end of the month of the receipt date due to end of the month closeouts. NO EXCEPTIONS!!