Cheat-Sheet

1170 Old Henderson Rd., Suite 109
Columbus, Ohio 43220
614-432-4748

Work Related Expense

Keep track of all your work related expenses. Number receipts for any cash purchases and include number in the Check or Receipt Number column.

DATE	DESCRIPTION	Percentage Personal Use	Check or Receipt Number	Amount Paid
1 Jan	Dell Computer	20%	1	$649.00