AO 37
(Rev. 11/87)

Administrative Office of the United States Courts

EXPENSE LEDGER [1]

PERIOD ENDING

PAYEE	DATE	CHECK NUMBER	INVOICE NUMBER	SUBSTITUTES		NOTE READERS	TRANSCRIBERS	TYPISTS	SCOPERS	OTHER CLERICAL [2]	EMPL. CONTR. (FICA, ETC.)	TRAVEL EXPENSES FOR SUBS.	RENT			EQUIP. REPAIRS, MNTNC.	POSTAGE	TELEPHONE	OTHER COMMUNICATION [2]	SUPPLIES AND MTRLS.	OTHER EXPENSES [2]	TOTAL	REMARKS
				FOR ABSENCE	FOR TRANSCRIPTS								COPY EQUIP.	CAT EQUIP.	OTHER [2]								
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(All previous editions of this form are cancelled and should be destroyed.)

Footnotes: [1] Maintain separate ledgers for official and private work.
[2] Show in "Remarks" type of expense.

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