

DATES	POSTAGE	COFFEE/TEA	CLEANING	STATIONERY
JANUARY	13.5	11	14	15.75
	7.65	2.5	14	17.38
	19.38	3.45	14	20.75
	9.23	4.15	17	9.5
	11.68	2.17	17	12.45
TOTAL	61.44	23.27	76	75.83