July 2026 month-end summary

Item	Amount	Notes
Office supplies	486,300	Hanbit Stationery and 3 others
Travel	312,000	6 business trips
Entertainment	1,240,000	4 client dinners
Telecom	198,400	12 lines
Consumables	355,900	
Total	2,592,600	+4.1% on the previous month

· Approval line: staff -> team leader -> admin manager
· Supporting evidence follows the copies kept by the accounting team.