

Supplier Expense Receipt

Receipt No.: SER-2024-00123
Date: 2024-06-02

Supplier Details

Supplier Name: ABC Supply Co.
Contact: John Doe
Address: 123 Industrial Rd, Cityville
Phone: +1 555 123 4567
GST/VAT No.: GSTIN1234567890

Expense Details

Date	Description	Invoice No.	Qty	Unit Price	Amount
2024-06-01	Office Printer Paper	INV-4567	10	4.50	45.00
2024-06-01	Ink Cartridges	INV-4568	4	15.00	60.00

Subtotal: \$105.00

Tax 10%: \$10.50

Total Amount: \$115.50

Supplier Signature

Date: _____

Received By

Date: _____

Important Notes

- Ensure all expense details are supported by valid invoices and receipts.
- Check that supplier's tax registration (GST/VAT) number is correct and visible.
- All totals and calculations must match the attached invoice amounts.
- Receipts should be checked and approved by authorized personnel.
- This document must be retained for audit and compliance purposes.