

Utility Expense Receipt

For Audit Purposes

Receipt No: UE-2024-0621

Date of Issue: 2024-06-21

Company/Payee: ABC Manufacturing Ltd.

Utility Provider: Metro City Electric Co.

Address: 6782 Elm Avenue, Metro City

Account Number: 15698234

Billing Period: 2024-05-01 to 2024-05-31

Expense Details

Description	Units Used	Rate per Unit	Amount
Electricity Consumption	1,200 kWh	\$0.14	\$168.00
Meter Rent	-	-	\$7.50
Other Charges	-	-	\$5.00
Total Amount			\$180.50

Mode of Payment: Bank Transfer

Date Paid: 2024-06-14

Reference No: BTX-47851293

Authorized Signatory
(Utility Provider)

Received By
(Company Representative)

Important Notes:

- Ensure all details, especially billing period and amounts, are accurate and clearly visible.
- Always attach proof of payment with the receipt for audit verification.
- This receipt should be signed/stamped by authorized personnel of both parties.
- Keep this document for your records and present it during financial audits.
- Alterations or corrections should be countersigned for validity.