



Digital Expense Receipt

Receipt #: 2024-EXP-00137

Date Issued: June 26, 2024

Payer Details

Name: Jane Doe

Email: janedoe@email.com

Contact: +1 555-123-4567

Payee / Vendor Information

Vendor Name: Acme Supplies Inc.

Tax ID: 89-1122334

Address: 100 Commerce Way, Springfield, USA

Expense Details

Date	Description	Category	Payment Method	Amount (USD)
2024-06-24	Office Stationery Purchase	Stationery	Credit Card	54.80
2024-06-24	Printer Paper	Office Supplies	Credit Card	18.40
Total 73.20				

Payment Status: PAID

Reference #: TXN-9521342

Authorized By

Name: Mark Spencer

Title: Accounts Manager

Date: 2024-06-26

Important Notes

- This digital receipt serves as an official record of the expense for both payer and payee.
- Ensure all details and amounts are accurate before submitting for reimbursement or tax purposes.
- Retain a digital or printed copy of this receipt for your records.
- Contact your finance department for any corrections or clarifications regarding this document.
- This receipt is valid without signature due to digital issuance.