

Expense Bill

Date: 2024-06-23

Bill Number: EXP-2024-106

Supplier Details

Name: ABC Supplies Co.

Address: 45 North Park Lane, Newtown, NY 11432

Contact: (212) 555-7823

Email: supplier@abcsupplies.com

Expense Details

#	Description	Date	Quantity	Unit Price	Total
1	Packaging Materials	2024-06-15	10	\$50.00	\$500.00
2	Logistics Fees	2024-06-18	1	\$120.00	\$120.00
3	Miscellaneous Charges	2024-06-20	1	\$30.00	\$30.00

Subtotal: \$650.00

Tax (10%): \$65.00

Total Amount: \$715.00

Authorized Signature: _____

Date: _____

Important Notes:

- Ensure all expense details and supporting documents are attached.
- Invoice or bill must be issued in the name of the registered supplier.
- Payments will be processed as per agreed payment terms after verification.
- Any corrections should be notified within 7 days of receipt of this bill.
- Taxes and statutory deductions are applicable as per law.