

Itemized Supplier Bill for Expense Reporting

Supplier: ABC Supplies Co.

123 Market Avenue,

Springfield, XY 12345

Phone: (555) 987-6543

Email: info@abcsupplies.com

Bill No: SB-2024-00512

Bill Date: 2024-06-27

Reference: PO-33998

#	Description	Qty	Unit	Rate (USD)	Amount (USD)
1	Printer Ink Cartridge	5	pcs	38.00	190.00
2	Copy Paper (A4, 500 sheets)	10	packs	6.50	65.00
3	Staplers	3	pcs	7.00	21.00
4	Desk Organizers	2	pcs	12.00	24.00
Subtotal					300.00
Tax (8%)					24.00
Total Amount Due					324.00

Remarks: All items delivered in good condition. Please process payment within 30 days.

Important Notes:

- This bill should be accompanied by relevant purchase orders and delivery receipts.
- Ensure each line item has a clear description, quantity, and unit price.
- Verify supplier’s tax information, bill date, and serial number for compliance.
- Check all calculations before submitting for expense reporting.
- Keep this document for audit and bookkeeping purposes.