

Vendor Bill

Vendor Name:

ABC Supplies Co.

Vendor Address:

123 Commerce Rd, Suite 200
Newtown, CA 91011

Contact:

John Doe, (123) 456-7890

Bill Number:

VEND-1245

Bill Date:

2024-06-10

Due Date:

2024-07-10

Reference PO:

PO-2024-105

Itemized Expenses

Description	Account	Quantity	Unit Price	Amount
Office Chairs	Office Equipment	10	85.00	850.00
Desks	Office Equipment	5	150.00	750.00
Delivery Charges	Logistics	1	60.00	60.00
				Subtotal 1,660.00
				Tax (8%) 132.80
				Total Due 1,792.80

Important Notes

- Review all item descriptions and account assignments for accuracy before processing.
- Ensure the bill references a valid purchase order where required.
- Itemized expenses facilitate clearer accounting and budget tracking.
- Retain supporting documentation for each line item as needed for verification or audits.
- Pay attention to vendor payment terms to avoid late fees.