

Departmental Monthly Expenditure Statement

Department Name: _____

Month: _____

Prepared By: _____

Date: _____

Expenditure Details

S. No	Date	Voucher No.	Particulars	Account Head	Amount (₹)	Remarks
1	____	____	_____	_____	_____	_____
2	____	____	_____	_____	_____	_____
Total					_____	_____

Certification

Prepared By: _____

Signature: _____

Verified By: _____

Signature: _____

Approved By: _____

Signature: _____

Important Notes

- All expenditure entries must be supported by valid vouchers or bills.
- This statement should be prepared and submitted at the end of each month.
- Ensure that each entry is recorded under the correct account head.
- Any discrepancies or unusual expenses should be explained in the Remarks column.
- Get the document verified and approved by authorized personnel.