

# 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.