

Cash Expense Bill

Bill No: _____

Date: _____

Voucher No: _____

Paid To: _____

Purpose / Description: _____

Sr. No.	Particulars	HSN/SAC	Amount (₹)	Remarks
Total				

Paid By: _____

Received By: _____

Authorized By: _____

Signature: _____

Important Notes:

- This document should be filled legibly and preserved for audit.
- All supporting bills or receipts must be attached with this bill.
- Obtain proper authorization before making cash payment.
- Record the voucher number for easy tracking in the ledger.
- Use a new bill for each cash expense entry.