

# Standard Expense Bill

For Ledger Entries

**Bill No:** EXP/2023/072

**Date:** 2023-11-08

**Paid To:** John Doe

**Department:** Administration

**Purpose:** Office Supplies Reimbursement

**Account Code:** 4101-OS

S.No	Description	Date	Amount (₹)	Remarks
1	A4 Printer Paper Pack	2023-11-05	850	
2	Gel Pens (Box of 20)	2023-11-05	360	
3	Stapler & Pins	2023-11-06	210	Receipt attached
4	Sticky Notes	2023-11-07	150	

**Subtotal** ₹1,570

**GST (5%)** ₹78.50

**Total Amount** ₹1,648.50

Authorized Signature

Date: \_\_\_\_\_

## Important Notes:

- All expenses must be supported by valid receipts or bills.
- Ensure accurate and complete account codes for ledger posting.
- Stamp/signature required for authentication.
- GST or applicable taxes must be mentioned clearly.
- This document should be maintained for audit and compliance purposes.