

# Standard Expense Bill

For Ledger Entries

**Bill No:** EXP/2023/072  
**Paid To:** John Doe  
**Purpose:** Office Supplies Reimbursement

**Date:** 2023-11-08  
**Department:** Administration  
**Account Code:** 4101-OS

S.No	Description	Date	Amount (â‚¹)	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**â‚¹11,570  
**GST (5%)**â‚¹178.50  
**Total Amount**â‚¹11,648.50

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.