

Multi-Item Purchase Bill

For Ledger Documentation

Supplier: Acme Supplies Co.

Address: 123 Market Road, City, ST 00000

Bill No: PUR-2024-06001

Date: 2024-06-20

Billed To: Ledger Bookkeeping Ltd.

Contact: +1 222-999-8888

#	Item Description	Qty	Unit	Unit Price	Total
1	A4 Printing Paper (500 sheets)	10	packs	5.00	50.00
2	Blue Ballpoint Pen	100	pcs	0.75	75.00
3	Desk Stapler	5	pcs	7.20	36.00
4	Sticky Notes (Yellow)	20	pads	1.20	24.00

Subtotal 185.00

Tax (8%) 14.80

Total 199.80

Authorized By: _____

Received By: _____

Important Notes:

- Keep all original bills attached for future reference and audit purposes.
- Ensure item descriptions and quantities match goods received and ledger entries.
- Verify authorization signatures before recording.
- Always check all calculations for accuracy.
- This document is required for input tax claims and expense verification.