

# Purchase Invoice

For Ledger Use

Supplier Name

ABC Trading Co.

Invoice No.

INV-2024-105

Date

2024-06-15

Supplier Address

1234 Market Lane, Suite 202

Contact

(+1) 555-3402

Ledger Ref

PURCH-06-2024

#	Item Description	Qty	Unit	Unit Price	Amount
1	Printer Paper A4 80gsm	20	Packs	3.50	70.00
2	Ballpoint Pens (Blue)	50	Pcs	0.60	30.00
3	Notebooks Ruled A5	10	Pcs	1.20	12.00

Subtotal 112.00

Tax (0%) 0.00

**Total 112.00**

Received By

Checked By

Approved By

## Important Notes:

- This invoice document is used as a basic record for ledger entry.
- All fields must be filled out legibly and accurately for bookkeeping purposes.
- Tax rates and amounts should match prevailing regulations; adjust if necessary.
- Authorized verification (signatures) are required for audit trail compliance.
- Attach original supplier invoice or purchase receipt to this sheet if available.