

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.