

# Purchase Ledger Form

## Company Information

Company Name		Ledger No.	
Address			
Contact		Date	

## Supplier Information

Supplier Name	
Supplier Address	
Contact	

## Purchase Details

Date	Invoice No.	Description	Quantity	Unit Price	Total Amount	Tax	Grand Total

## Summary

Total Purchases	
Total Tax	
Grand Total	

### Important Notes:

- Ensure all purchase entries are accurate and supported by valid invoices.
- Retain a copy of each supplier invoice for audit and compliance purposes.
- Review and reconcile the ledger regularly to avoid discrepancies.
- Record taxes separately to simplify tax filings and reporting.
- Maintain this document as part of your statutory accounting records.