

Purchase Ledger Summary

For the Period: June 01, 2024 - June 30, 2024

Date	Invoice No.	Supplier Name	Description	Amount (USD)	Tax (USD)	Total (USD)	Status
2024-06-02	IN-2034	Bluewave Supplies	Office Stationery	420.00	21.00	441.00	Paid
2024-06-09	IN-2040	Fast Tech Ltd.	Laptop Purchase	950.00	47.50	997.50	Unpaid
2024-06-14	IN-2044	FreshFruits Co.	Break Room Supplies	115.00	5.75	120.75	Paid
2024-06-20	IN-2051	CleanRight	Cleaning Services	300.00	15.00	315.00	Unpaid
2024-06-25	IN-2056	Print Pros	Marketing Brochures	600.00	30.00	630.00	Paid
Monthly Total				2,385.00	119.25	2,504.25	

Important Notes

- This report summarizes all purchase transactions for the specified month.
- Ensure all invoices have corresponding supporting documents and approvals.
- Amounts shown are inclusive of applicable taxes.
- Reconcile with bank statements to confirm payment statuses.
- Report to be reviewed and authorized by the finance department.