

Vendor Payment Expense Statement

Vendor Name: ABC Supplies Ltd.

Vendor ID: VND-01023

Contact: John Doe

Statement Date: 2024-06-15

Period: 2024-05-01 to 2024-05-31

Prepared By: Finance Dept.

Date	Expense Category	Description	Invoice Number	Amount (USD)	Payment Status
2024-05-04	Office Supplies	Printer Cartridges	INV-2401	150.00	Paid
2024-05-11	Services	Routine Maintenance	INV-2402	350.00	Paid
2024-05-18	Equipment	Desk Chairs x5	INV-2403	625.00	Unpaid
				Total: 1,125.00	

Important Notes:

- Ensure all invoice numbers and amounts match official vendor submissions.
- Maintain proper documentation for every transaction for auditing purposes.
- Unpaid items require clearance before the next expense cycle.
- This statement is confidential and for internal use only.
- Contact the finance department for any discrepancies or questions.