

Office Supply Reimbursement Invoice

Employee Name

John Doe

Department

Finance

Invoice Number

INV-2024-055

Date

2024-06-15

Supervisor

Jane Smith

Contact Email

john.doe@email.com

#	Item Description	Date Purchased	Vendor	Quantity	Unit Price	Total
1	A4 Printer Paper (500 sheets)	2024-06-02	OfficeMart	3	10.00	30.00
2	Blue Gel Pens (Pack of 12)	2024-06-05	Stationery Plaza	2	5.75	11.50
3	Stapler	2024-06-08	OfficeMart	1	8.00	8.00
Total Amount						49.50

Employee Signature

Date

Supervisor Approval

Date

Important Notes:

- Attach copies of purchase receipts to this invoice for verification.
- All items must comply with company office supply policies.
- The supervisor must review and approve the reimbursement request before submission to finance.
- Submit the completed invoice within 30 days of the date of purchase.
- Retain a personal copy of this document for your records.