

Office Supply Invoice Submission

Invoice No.: INV-2024-0001

Supplier Name: XYZ Office Supplies Ltd.

Company Name: ABC Corporation

Submitted By: John Doe

Date: 2024-06-01

Supplier Contact: info@xyzsupplies.com

Department: Administration

Submission Date: 2024-06-02

Invoice Items

#	Description	Quantity	Unit Price	Total
1	A4 Copy Paper (Ream)	10	\$4.50	\$45.00
2	Ballpoint Pens (Box of 20)	5	\$6.00	\$30.00
3	Staplers	3	\$7.20	\$21.60
4	Highlighter (Pack of 6)	2	\$5.40	\$10.80

Subtotal: \$107.40

Tax (10%): \$10.74

Total Amount: \$118.14

Authorized Signatory

Supplier Representative

Important Notes:

- Ensure that all invoice details are accurate and legible before submission.
- Attach original invoice documents and supporting purchase receipts where required.
- Submission must be approved by the authorized department head.
- Keep a copy of the submitted invoice for your records.
- Contact the procurement department for queries regarding reimbursement status.