

Office Expense Form

COMPANY NAME		FOR FINANCIAL OFFICE USE ONLY VOUCHER #: _____ CHEQUE #: _____ CHEQUE GIVEN ON: _____
OFFICE EXPENSE		
AS ON		

OFFICE #	
ADDRESS	
CONTACT NUMBER	
WEBSITE ADDRESS	

OFFICE EXPENSE REPORT						
SL. NO.	PARTICULARS FOR OFFICE EXPENSE	DATE	TIME	AMOUNT	OTHER DETAILS	TOTAL EXPENSE
TAXATION						
DISCOUNT [RATE OR AMT.]						
NET PAYABLE AMOUNT						