

## Office Expenxe Form

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

<b>OFFICE #</b>	
<b>ADDRESS</b>	
<b>CONTACT NUMBER</b>	
<b>WEBSITE ADDRESS</b>	

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