OFFICE STATIONERY & PAPER PRODUCTS

Expense Reconciliation Ledger

Reconciliation Period	
Department / Unit	
Ledger Ref ID	

DATE	INVOICE / RECEIPT NO.	VENDOR NAME	ITEM DESCRIPTION / SPECIFICATION	CATEGORY	QTY	UNIT COST	TOTAL AMOUNT

DISCREPANCIES & RECONCILIATION NOTES

Paper Products Subtotal	
Writing & Stationery Subtotal	
Other Office Supplies Subtotal	
Reconciled Total	

PREPARED BY (SIGNATURE & DATE)

APPROVED BY (SIGNATURE & DATE)