

DEBIT MEMO

DM Number	
DM Date	

DEBITED TO (SUPPLIER)

ISSUE TO (BILL TO / SHIP TO)

ORIGINAL INVOICE NO.
ORIGINAL INVOICE DATE
PURCHASE ORDER NO.
SUPPLIER ACCOUNT NO.

ITEM / CODE	DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT

REASON FOR DEBIT

Subtotal

Tax / VAT

Adjustment

Total Debit

PREPARED BY (ACCOUNTS PAYABLE)

AUTHORIZED APPROVAL