




Date:..... Bill Of Month.....	Bill Received By Signature With Seal	Scan the QR code for download 
Bill ID:.....		
Voucher No:.....		

Office Information	Business Description (Based on PR Issue)			
Name of Office & Code :-	Description	1 st Year	Renewal	Total
Name of the Zone :-	Current Month			
Name of Employee :-	Previous Month			
ID/Code No:-	Total			

Subject:..... regarding approval of the bill of expenses.

SL	Accounts Code	Description	Tk.
1.	851802	Entertainment Exp. (Desk)	
2.	852703	Photocopy Exp.	
3.	852702	Stationary Exp.	
4.	852008	Wages Exp.	
5.	852800	Postage & Telegram Exp.	
6.	853503	Electricity Bill	
7.	853505	Internet Bill	
8.	853003	Conveyance (Desk)	
9.	853507	Mobile Bill (Desk)	
10.	851307	Generator Fuel	
11.	852009	Holiday & Late Hour Working Allow.	
12.	853504	WASA Bill Exp.	
13.	852200	Business Development Exp.	
14.	851301	Repairs & Maintenance Exp.	
15.	851302	Office Maint. Exp.	
16.	851303	Carriage Exp.	
17.	851305	Electrical Exp.	
18.	601001	Furniture & Fixture	
19.	851708	Gifts	
20.			
Total Tk.			
In Words:			

The above expenditure bill is presented for approval.

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Bill Submitter
Signature and seal

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Office in charge
Signature and seal

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Bill Section
Signature and seal

.....
Audit
Signature and seal

.....
VP/SVP (Audit)
Signature and seal

.....
Authorized Signature
(Finance and Accounts)