

# Itemized Receipt Form

## Business Expenses

### Business & Vendor Information

Business Name:	<input type="text"/>	Date:	<input type="text"/>
Vendor Name:	<input type="text"/>	Receipt No.:	<input type="text"/>

### Itemized Purchases

#	Description	Category	Quantity	Unit Price (\$)	Total (\$)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal (\$):					<input type="text"/>
Tax (\$):					<input type="text"/>
Total Amount (\$):					<input type="text"/>

### Additional Notes:

<input type="text"/>
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### Authorized Signature:

Name:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>
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An **itemized receipt form** sample for business expenses provides a clear and organized way to document all transaction details. It helps ensure accurate tracking and reimbursement by listing each purchased item along with its cost. Using this form enhances financial record-keeping and simplifies expense reporting for businesses.