# Vendor Bill Verification Sheet

**Vendor Details**

| Vendor Name | | Contact Person | |
|---|---|---|---|
| Vendor Address | | | |
| Bill Number | | Bill Date | |

**Bill Details**

| Item Description | Quantity | Unit Price | Total Amount |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | Grand Total | |

**Verification Checklist**

| Verification Item | Status | Remarks |
|---|---|---|
| Bill matches Purchase Order | ▼ | |
| Price as per agreed terms | ▼ | |
| Goods/Services Received | ▼ | |
| Supporting Documents Attached | ▼ | |

**Additional Comments**

| |
|---|

**Verified By**

| Name | | Date | |
|---|---|---|---|
| Signature | | | |