

Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar		Statement date		15-02-2025 Card No.4629 5254 2716 5724	
Prepared by		K Suneel Kumar		Sign		SV	
From period		07-02-2025		To period		14-02-2025	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GHT	GHT	Toner refilling	875	☐ Y ☐ N	☐ Y ☐ N
2.					☐ Y ☐ N	☐ Y ☐ N
3.					☐ Y ☐ N	☐ Y ☐ N
4.					☐ Y ☐ N	☐ Y ☐ N
5.					☐ Y ☐ N	☐ Y ☐ N
6.					☐ Y ☐ N	☐ Y ☐ N
7.					☐ Y ☐ N	☐ Y ☐ N
8.					☐ Y ☐ N	☐ Y ☐ N
9.					☐ Y ☐ N	☐ Y ☐ N
10.					☐ Y ☐ N	☐ Y ☐ N
11.	Total			875		

Amount to be credited by:	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	SV			
Date:				

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

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Flat No. 503, G2 Block, Indu Aranaya Pallavi Apts., Bandlaguda,
Nagole, Hyderabad – 500 068, Telangana State. Tel : +91-9246215868

BILL OF SUPPLY

Invoice No. : 2933

Invoice Date : 08/02/2025

Reverse Charge (Y/N) :

State : TELANGANA

Code

Transport Mode :

Vehicle Number :

Date of Supply :

Bill to Party

Ship to Party

Address: M/S. MEHTA &MODI KOWKOOR LLP,
5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MGRD,SECBAD.

State : TELANGANA

State :

Code

Product Description

U
O
M

Qty.

Rate

Amount

TOTAL

HP12A LASER TONER REFILLING

02

225.00

450.00

450.00

HP 12A LASER TONER DRUM

01

325.00

325.00

325.00

HP 12A LASER TONER BLADE

01

100.00

100.00

100.00

875.00

875.00

875.00

875.00

RS. EIGHT HUNDRED AND SEVENTY FIVE ONLY

(RS.875.00)

Bank Details

Bank Name : INDIAN BANK

Branch : Narayanguda Branch

Bank A/C : 406746378

Bank IFSC : IDIB000N015

Common Seal

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory