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.	NGH	NGH	Printer repairing charges	1800	☐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			**1800**		

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 receipted 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.

M/s. VIVID WORLD

A Complete Solution for all your cartridge needs

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

BILL OF SUPPLY

Invoice No. : 2936	Transport Mode :
Invoice Date : 08/02/2025	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply :
State : TELANGANA Code	
Bill to Party	Ship to Party
Address: M/S. MODI REALITY POCHARAM LLP, 5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MGRD,SECBAD.	
State : TELANGANA	State : Code

Product Description		UOM	Qty.	Rate	Amount						TOTAL
EPSON M200 PICK UP GEAR SET WITH PICK UP ROLLERS REPLACEMENT AND GENERAL SERVICE			01	1800.00	1800.00						1800.00
					1800.00						1800.00

RS. ONE THOUSAND EIGHT HUNDRED ONLY	1800.00
(RS. 1800.00)	--------

	1800.00

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

VIVID WORLD Hyderabad Narayanaguda

Authorized Signatory