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 | Sl |
| 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. | GVRC | GVRC | Laptop internal battery purchased | 3000 | ☐Y ☐N | ☐Y ☐N |
| 2. | GVRC | GVRC | Toner refilling | 650 | ☐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 | | | **3650** | | |

| | | | | |
|---|---|---|---|---|
| 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: | Sl | | | |
| 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

Tax Invoice

| | | |
|---|---|---|
| **Ace Business Solutions**<br>#NRSC Colony, Hydernagar,<br>Hyderabad-500 082 GSTIN:<br>36ANLPK6297R1ZU<br>State : Telangana.<br>Ph:-8555004783 | Invoice No.<br>41/24-25 | Dated<br>05-02-2025 |
| | Delivery Note | Mode/Terms of Payment |
| | Reference No. & Date: | Other References |
| Buyer (Bill to)<br>G V Research Center Pvt Ltd<br>5-4-187/3&4, 2nd Floor Soham<br>Mansion MG Road, Secunderabad-<br>500 003 GSTIN:<br>36AAHCG4562D1ZP | Buyer's Order No. | Dated |
| | Dispatch Doc No. | Delivery Note Date |
| | Dispatched through | Destination |

| Sl No. | Description of goods | HSN/SAC | Qty | Rate | per | Amount |
|---|---|---|---|---|---|---|
| 1 | Acer Internal Battery | 85078000 | 1 | 2542.37 | 18% | 2,542.37 |
| | CGST | | | | | 228.81 |
| | SGST | | | | | 228.81 |
| | Rounded off | | | | | 0.00 |
| | | | | | | **3,000.00** |

INWARD
Inward No: 542 Dt: 5/2/25
MRN No: Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

Amount (in words) Three Thousand Only *E. & O.E*

| | Taxable Value | Central Tax Rate | Central Tax Amt | State Tax Rate | State Tax Amt | Total Tax Amt |
|---|---|---|---|---|---|---|
| | 2,542.37 | 9% | 228.81 | 9% | 228.81 | 457.63 |

Company's Bank Details:
Bank Name: State Bank of India
IFSC CODE : SBIN0011665
Branch: Hydernagar

For Ace Business Solutions

ACE BUSINESS SOL HYD'BAD

Authorised Signatory

*Receiver Signature*

# 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. : 2932 | 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. GV RESEARCH CENTRES PVT LTD ,<br>5-4-187/3&4, 2ND FLOOR, SOHAM MANSION, MGRD,SECBAD. | |
| State : TELANGANA | State : Code |

| Product Description | UOM | Qty. | Rate | Amount | TOTAL |
|---|---|---|---|---|---|
| HP12A LASER TONER REFILLING | | 01 | 225.00 | 225.00 | 225.00 |
| HP 12A LASER TONER DRUM | | 01 | 325.00 | 325.00 | 325.00 |
| HP 12A LASER TONER BLADE | | 01 | 100.00 | 100.00 | 100.00 |
| | | | | 650.00 | 650.00 |

INWARD
Inward No: 553 Dt: 8/2/25
MRN No: Dt:
Received By: Samarnath Sign:
MODI PROPERTIES

| | |
|---|---|
| **RS. SIX HUNDRED AND FIFTY ONLY .....** | 650.00 |
| **(RS.650.00)** | -------- |
| | -------- |
| | 650.00 |

| 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