

Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar		Statement date	07-03-2025 Card No.4629 5254 2716 5724		
Prepared by		K Suneel Kumar		Sign			
From period		28-02-2025		To period	06-03-2025		

SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPSVC	MPSVC	Toner refilling Charges	1350	☐ Y ☐ N	☐ Y ☐ N
2.	MPSVC	MPSVC	Laptop repairing charges	1750	☐ Y ☐ N	☐ Y ☐ N
3.	MPSVC	MPSVC	Hard disk purchased	3600	☐ Y ☐ N	☐ Y ☐ N
4.	MPSVC	MPSVC	Bank Charges	118	☐ 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			6818		

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:					
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

DEBIT VOUCHER

Modi Property Services

Voucher No. _____

A/c. _____ Date : *6/3/25*

Paid to <i>Bank Charges</i>				Rs.	Ps.
towards <i>Bank charges for the month of Feb'25</i>				<i>118</i>	
Rupees <i>One hundred eighteen only</i>					
Paid by <u>Cheque</u> Cash	Cheque No. 	Dated 	Drawn on Bank 	<i>118</i>	

Prepared by

Approved by

Receiver's Signature



Shop No. 417, 'C' Block, Chenoy Trade Centre, Secunderabad

263

SERVICE INVOICE

No.

Date 6/3/25

M/s. Modi Properties

Sl. No.	PARTICULARS	QTY.	UNIT PRICE	AMOUNT
1	Acer laptop repairing charges	1		1750-00
			TOTAL	1750-00

Goods once sold will not be taken back

For VRAM Technologies

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. : 2938

Invoice Date : 03/03/2025

Reverse Charge (Y/N) :

State : TELANGANA

Code

Transport Mode :

Vehicle Number :

Date of Supply :

Bill to Party

Ship to Party

Address: M/S. MODI PROPERTIES PVT LTD- SERVICES
1-2-45/1, 2ND FLOOR, SOHAM MANSION, MGRD, SECBAD.

State : TELANGANA

State :

Code

Product Description

U
O
M

Qty

Rate

Amount

TOTAL

HP 12A LASER TONER REFILLING

06

225.00

1350.00

1350.00

1350.00

1350.00

1350.00

1350.00

RS. ONE THOUSAND THREE HUNDRED AND FIFTY ONLY

(RS. 1350.00)

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



Tax Invoice							
Ace Business Solutions #NRSC Colony, Hydernagar, Hyderabad-500 082 GSTIN: 36ANLPK6297R1ZU State : Telangana. Ph:-8555004783		Invoice No. 45/24-25		Dated 04-03-2025			
		Delivery Note		Mode/Terms of Payment			
		Reference No. & Date:		Other References			
Buyer (Bill to) Modi Properties (Services)., 5-4-187/3&4, 2nd Floor Soham Mansion MG Road, Secunderabad- 500 003 GSTIN: 36AABCM4761E1ZM		Buyer's Order No.		Dated			
		Dispatch Doc No.		Delivery Note Date			
Sl No.	Description of goods	HSN/SAC	Qty	Rate	per	Amount	
1	WD NVMe 480 GB SSD	84171202	1	3050.85	18%	3,050.85	
		CGST				274.58	
		SGST				274.58	
		Rounded off					0.00
						3,600.00	
Amount (in words) Three Thousand Six Hundred Only						<i>E. & O.E</i>	
		Central Tax		State Tax		Total Tax Amount	
		Rate	Amt	Rate	Amt		
Taxable Value							
Total 3,050.85		9%	274.58	9%	274.58	549.15	
		Company's Bank Details: Bank Name: State Bank of India IFSC CODE : SBIN0011665 Branch: Hydernagar					
Receiver Signature		For Ace Business Solutions					
		 Authorized Signatory					