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

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GVRC	GVRC	Laptop Keyboard purchased	1500	☐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			**1500**		

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 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 #NRSC Colony, Hydernagar, Hyderabad-500 082 GSTIN: 36ANLPK6297R1ZU State : Telangana. Ph:-8555004783	Invoice No. 44/24-25	Dated 04-03-2025
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date:	Other References
Buyer (Bill to) G V Research Center Pvt Ltd 5-4-187/3&4, 2nd Floor Soham Mansion MG Road, Secunderabad- 500 003 GSTIN: 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	Laptop Keyboard		1	1271.19	18%	1,271.19
	CGST					114.41
	SGST					114.41
	Rounded off					0.00
						1,500.00

INWARD
Inward No: 593 Dt: 4/3/25
MRN No: Dt:
Received By: Samarjit Sir Sign:
MODI PROPERTIES

Amount (in words) One Thousand Five Hundred Only *E. & O.E*

	Taxable Value	Central Tax Rate	Central Tax Amt	State Tax Rate	State Tax Amt	Total Tax Amt
	1,271.19	9%	114.41	9%	114.41	228.81

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

For Ace Business Solutions

ACE BUSINESS SOLUTIONS HYDERABAD

Authorised Signatory

Receiver Signature