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.	MHTR	MHTR	Toner refilling Charges	550	☐Y ☐N	☐Y ☐N
2.	MHTR	MHTR	Printer repairing charges MHTR@GV	2300	☐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			**2850**		

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

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. : 2940	
Invoice Date : 03/03/2025	Transport Mode :
Reverse Charge (Y/N) :	Vehicle Number :
State : TELANGANA Code	Date of Supply :
Bill to Party	Ship to Party
Address: M/S. MODI HOUSING -TRADING 1-2-45/1, 2ND FLOOR, SOHAM MANSION, MGRD, SECBAD.	
State : TELANGANA	State : Code

Product Description		UOM	Qty.	Rate	Amount						TOTAL
HP 12A LASER TONER REFILLING			01	225.00	225.00						225.00
HP12A LASER TONER DRUM			01	325.00	325.00						325.00
					550.00						550.00

INWARD
Inward No: 587 Dt: 3/3/25
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

RS. FIVE HUNDRED AND FIFTY ONLY	550.00
(RS.550.00)	--------

	550.00

Bank Details			
Bank Name	: INDIAN BANK		Certified that the particulars given above are true and correct
Branch	: Narayanguda Branch		For VIVID WORLD
Bank A/C	: 406746378		
Bank IFSC	: IDIB000N015	Common Seal	Authorized Signatory

VIVID WORLD Narayanguda

Cell: 09291583343

VRAM Technologies

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

SERVICE INVOICE

No. 264

Date 06/3/25

M/s. Modi Housing Trading

Sl. No.	PARTICULARS	QTY.	UNIT PRICE	AMOUNT
1.	Epson M 205 pick up alignment unit replacement charges	1		2300-00
			TOTAL	2300-00

Goods once sold will not be taken back

For VRAM Technologies

Satya