

Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar		Statement date	14-03-2025 Card No.4629 5254 2716 5724		
Prepared by	K Suneel Kumar		Sign			
From period	07-03-2025		To period	13-03-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPSVC	MPSVC	Zoom subscription paid	1623.68	☐ Y ☐ N	☐ Y ☐ N
2.	MPSVC	MPSVC	Airtel balance amt paid for 6months interent	706.15	☐ Y ☐ N	☐ Y ☐ N
3.	MPSVC	MPSVC	Printer repairing charges(KP)	2500	☐ 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			4829.83		
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

Taxes, Fees & Surcharge Details

Charge Name	Tax, Fee or Surcharge Name	Jurisdiction	Charge Amount	Tax, Fee or Surcharge Amount
Zoom Workplace Pro Monthly	IGST (Communications) 18.000%	Federal	INR1,376.00	INR247.68
Total of Taxes, Fees & Surcharges				INR247.68

Transactions

Invoice Total				INR1,623.68
Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
Mar 9, 2025	P-347791863	Payment		INR-1,623.68
Invoice Balance				INR0.00

Need help understanding your invoice?

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This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, INR1376.00 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at zoom.us/billing will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to zoom.us/billing and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.



Transaction Successful

04:00 pm on 08 Mar 2025

Paid to



Airtel Payments Bank **₹706.15**
Limited



Payment details



Collect ID

INDB2FD32795F20E973CE063F87C180A9
71

Transaction ID

T2503081601090128528385

Debited from



653029XXXXXXXXXX9

8

₹706.15

UTR: 100086334708

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