

Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar		Statement date	21-03-2025 Card No.4629 5254 2716 5724		
Prepared by	K Suneel Kumar		Sign			
From period	14-03-2025		To period	20-03-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPSVC	MPSVC	Laptop repairing charges (Sunil QC)	2500	☐ Y ☐ N	☐ Y ☐ N
2.	MPSVC	MPSVC	Laptop repairing charges (KP)	2750	☐ Y ☐ N	☐ Y ☐ N
3.	MPSVC	MPSVC	Printer repairing charges	1800	☐ 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			7050		
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



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

No.

269**SERVICE INVOICE**Date: 20-3-25M/s. VRAM Technologies Services

Sl. No.	PARTICULARS	QTY.	UNIT PRICE	AMOUNT
1	Canon 2900 Teflon sheet Pressure roller replacement charges	1		1800.00
TOTAL				1800.00

Goods once sold will not be taken back

For VRAM Technologies

Cell: 09291583343



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

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SERVICE INVOICE

No.

Date

19-3-25

M/s. *Madi Properties services*

Sl. No.	PARTICULARS	QTY.	UNIT PRICE	AMOUNT
1.	Acer E1570 Laptop Charging board replacement Charges	1		2500-00
			TOTAL	2500-00

Goods once sold will not be taken back

For VRAM Technologies

Satyam

Cell: 09291583343



**VRAM
Technologies**

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

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SERVICE INVOICE

No.

Date 20/3/25.....

M/s. Madd Properties Services

Sl. No.	PARTICULARS	QTY.	UNIT PRICE	AMOUNT
1.	Lenovo Laptop repairing Charges	1		2450-00
			TOTAL	2750-00

Goods once sold will not be taken back

For **VRAM Technologies**
Saije