

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.	NGH	NGH	Laptop repairing charges (Rahul)	2100	☐ 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			2100		

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

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SERVICE INVOICE

No.

Date 20-3-25

M/s. Mode Realty Pocharam LLP

Sl. No.	PARTICULARS	QTY.	UNIT PRICE	AMOUNT
1	Laptop repairing charges	1		2100-00
			TOTAL	2100-00

Goods once sold will not be taken back

For VRAM Technologies

Satya