Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	18-04-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	SK
From period	11-04-2025	To period	17-04-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMTZ	AMTZ	RAM battery purchased	4700	☐Y ☐N	☐Y ☐N
2.	AMTZ	AMTZ	Toner refilling	325	☐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			**5025**		

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:	SK			
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. : 2962	Transport Mode :
Invoice Date : 12/04/2025	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply :
State : TELANGANA Code	

Bill to Party	Ship to Party
Address: M/S. AMTZ MEDIPOLIS PVT LTD , 5-4-187/3&4,2ND 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
HP 12A LASER TONER BLADE		01	100.00	100.00	100.00
				325.00	325.00

INWARD
Inward No: 20
MRN No:
Received By: Jamarth
Dt: 12/4/25
Dt:
Sign:
MODI PROPERTIES

RS. THREE HUNDRED AND TWENTY FIVE ONLY.....

(RS.325.00)

325.00

325.00

Bank Details	
Bank Name	: INDIAN BANk
Branch	: Narayanguda Branch
Bank A/C	: 406746378
Bank IFSC	: IDIB000N015

Common Seal

Certified that the particulars given above are true and correct

For VIVID WORLD

Authorized Signatory

Tax Invoice

Ace Business Solutions #NRSC Colony, Hydernagar, Hyderabad-500 082 GSTIN: 36ANLPK6297R1ZU State : Telangana. Ph:-8555004783	Invoice No. 03/25-26	Dated 11-04-2025
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date:	Other References
Buyer (Bill to) AMTZ Medpolis Square Pvt Ltd., 2nd Floor, 5-4-187/3&4, M.G. Road, Ranigunj, Secunderabad, Telangana - 500003. GSTIN: 36AAXCA5159L1ZV	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	16GB DDR4 RAM	8473303	1	2118.64	18%	2,118.64
2	HP J04 Battery	85076000	1	1,864.41	18%	1,864.41
	CGST					358.47
	SGST					358.47
	Rounded off					0.00
						4,700.00

INWARD
Inward No: 13 Dt: 11/4/25
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

Amount (in words) Four Thousand Seven Hundred Only *E. & O.E*

Taxable Value	IGST		CGST		SGST		Total Tax Amount
	Rate	Amt	Rate	Amt	Rate	Amt	
3,983.05	0%	0.00	9%	358.47	0%	358.47	716.95

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

Receiver Signature

For Ace Business Solutions

ACE BUSINESS SOLUTIONS HYDBAD

Authorised Signatory