

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		
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.	MPSVC	MPSVC	Bank charges	236	☐ Y ☐ N	☐ Y ☐ N
2.	MPSVC	MPSVC	Toner refilling	2100	☐ Y ☐ N	☐ Y ☐ N
3.	MPSVC	MPSVC	Printer repairing charging charges	3600	☐ Y ☐ N	☐ Y ☐ N
4.	MPSVC	MPSVC	Label purchased	3776	☐ Y ☐ N	☐ Y ☐ N
5.	MPSVC	MPSVC	Conveyance towards NGH	240	☐ 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			9952		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:	
Approved by:	Div. Manager	Accounts Manager
Sign:		MD
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

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. : 2957	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. MODI PROPERTIES PVT LTD - SERVICES,
5-4-187/3&4,2ND FLOOR, SOHAM MANSION , MGRD,SECBAD.

State : TELANGANA

State : Code

Product Description	U O M	Qty	Rate	Amount	TOTAL
HP 12A LASER TONER REFILLING		05	225.00	1125.00	1125.00
HP 88A LASER TONER REFILLING		02	225.00	450.00	450.00
HP 88A LASER TONER DRUM		01	325.00	325.00	325.00
HP 12A LASER TONER BLADES		02	100.00	200.00	200.00

INWARD	
Inward No: 25	Dr: [Signature]
MRN No:	Dr:
Received By: [Signature]	Sign: [Signature]
MODI PROPERTIES	

2100.00

2100.00

RS. TWO THOUSAND ONE HUNDRED ONLY.....

(RS.2100.00)

2100.00

2100.00

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



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

No. **277** **SERVICE INVOICE** Date 16/04/25M/s. Modi Properties Services

Sl. No.	PARTICULARS	QTY.	UNIT PRICE	AMOUNT
1	Epson M200 Printer repairing charges	1		1200-00
2	Epson M205 Printer head & scanner cable replacement charges	1		2400-00
TOTAL				3600-00

Goods once sold will not be taken back

For VRAM Technologies

*Selva***DEBIT VOUCHER***modi Properties Servis*

Voucher No. _____

A/c. _____ Date: 16/4/25

Paid to	<i>Bank charge</i>	Rs.	Ps.
towards	<i>Bank charges for month of Mar'25</i>	236	
Rupees	<i>Two hundred Thirt Six only</i>		
Paid by	Cheque No. _____ Dated _____ Drawn on Bank _____	236	
	Cash		

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER*modi Properties Services*

Voucher No. _____

A/c. _____ Date: 17-04-25

Paid to	<i>Conveyance</i>	Rs.	Ps.
towards	<i>Meeting and site visit to Nilgiri Heights at Pocharam on 09-04-2025</i>	240	
Rupees	<i>Two hundred and forty Rupees only</i>		
Paid by	Cheque No. _____ Dated _____ Drawn on Bank _____	240	
	Cash		

Prepared by *A. Paul*

Approved by

Receiver's Signature