

Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	09-05-2025 Card No.4629 5254 2716 5724			
Prepared by	K Suneel Kumar	Sign	<i>S1</i>			
From period	02-05-2025	To period	08-05-2025			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	NRK	NRK	Toner refilling	550	☐ 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			550		
Amount credited by	☒ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:					
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		
Sign:	<i>SK</i>					
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. : 2967	Transport Mode :
Invoice Date : 08/05/2025	Vehicle Number :
Reverse Charge (Y/N) :	Date of Supply :
State : TELANGANA	Code

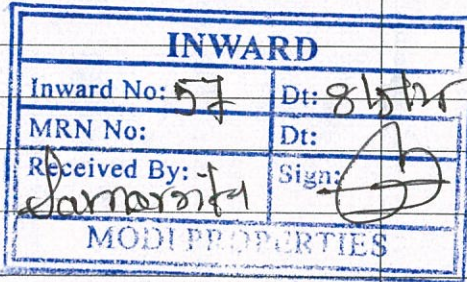
Bill to Party

Ship to Party

Address: M/S. DR.NRK BIOTECH PVT LTD,
5-4-187/3&4,2ND FLOOR, SOHAM MANSION , MGRD,SECBAD.

State : TELANGANA	State :	Code
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Product Description	U O M	Qty	Rate	Amount	TOTAL
HP12A LASER TONER REFILLING		01	225.00	225.00	225.00
HP12A LASER TONER DRUM		01	325.00	325.00	325.00



550.00	550.00
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RS. FIVE HUNDRED AND FIFTY ONLY.....

(RS.550.00)

550.00

Bank Details		Certified that the particulars given above are true and correct For VIVID WORLD Authorized Signatory
Bank Name : INDIAN BANK		
Branch : Narayanguda Branch		
Bank A/C : 406746378		
Bank IFSC : IDIB000N015	Common Seal	