

Weekly - Petty cash /expense card statement.

Name	J. Selva Kumar		Statement date	10/05/2025	
Prepared by	J. Selva Kumar		Sign		
From period	08/05/25		To period	10/05/25	
SI No	Debit to company	Debit to project	Description of expense		
1.	MHTR	MHTR	Deluxe Plastics.		
2.			Local purchasing of 20kg black		
3.			Garbage cover for HO use purpose.		
4.					
5.	SOVWA	SOVWA	SFS Hardware		
6.			Local purchasing of Garden		
7.			Rake for site use purpose.		
8.					
9.					
Amount credited by			Amount	5,498/-	
Approved by:	<input type="checkbox"/> Transfer to company card, <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c. <input checked="" type="checkbox"/> APPROVED				
Sign:	Div. Manager	Accountant	Accounts Manager MD		
Date:	10 MAY 2025				

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. MD's approval is required for expenses of over 10,000/- per week

**DEBIT VOUCHER**

Madi Housing Pvt. Ltd.

Voucher No. \_\_\_\_\_


A/c. \_\_\_\_\_

Date: 08/05/2025

Paid to	Rs.	Ps.
Deluxe Plastics	4,200/-	
towards Local purchasing of 20kg black Garbage covers for HO use office purpose.	/	
Rupees Four thousand Two hundred Rupees Only.		
Paid by <u>Cheque</u> / <u>Cash</u>		
Cheque No. _____ Dated _____		
APPROVED		
Drawn on Bank	4,200/-	

Prepared by Indhane

10 MAY 2025  
Approved by  
MINISH PARIKH  
MANAGER PRO. UNIT

Receiver's Signature 

Receiver's Signature

# DELUXE PLASTICS

Stationery & General Merchants  
 3-4-436, General Bazar, Secunderabad-500 003.

8/5/25  
 Date.....200.....

No. 278

M/s. Matt Handbags Pvt Ltd

Qty.	PARTICULARS	Rate	AMOUNT	
			Rs.	P.
20 kg	Blue Bag Bag		2100	
20 kg	Black Bag S.		1900	
20	Blue Bag		200	
			4200	

**INWARD**

Inward No: 61      Dt: 8/5/25

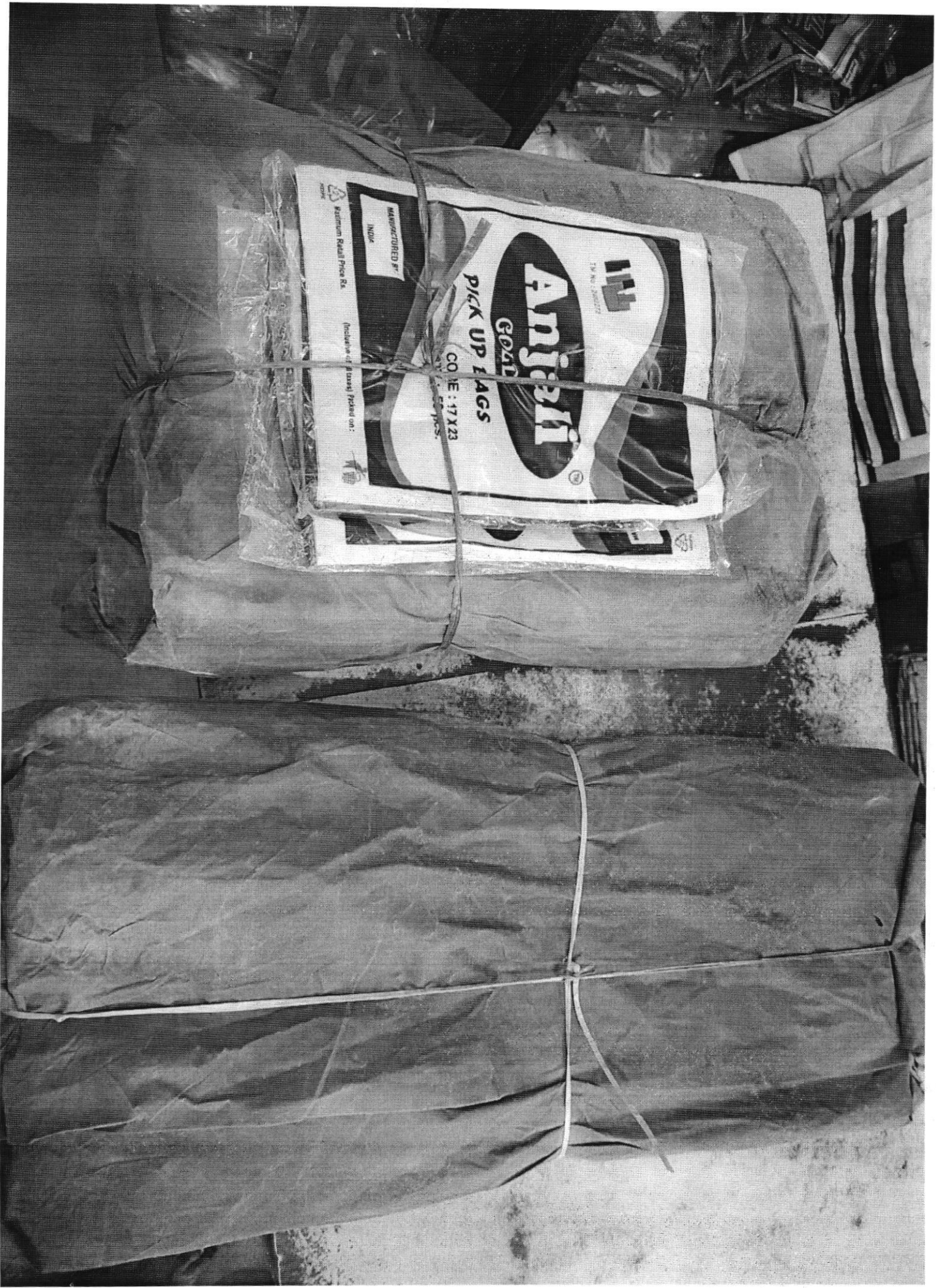
MRN No:              Dt:

Received By: *[Signature]*

MODIP              TIES

COMPOSITION  
 GSTIN: 36ABCPL3075B1Z2  
 Goods once sold cannot be taken back.

Signature




  
**Anjali**
  
 GOLD

**PICK UP BAGS**

CONTENT : 17 X 23

MANUFACTURED IN INDIA

Maximum Retail Price Rs.

Content of (boxes) Packed on:

**DEBIT VOUCHER**

Silver Oak villas welfare Association.

Voucher No. \_\_\_\_\_

A/c. \_\_\_\_\_ Date: 10/05/2025

Paid to	Rs.	Ps.
SES Hardware	1,298/-	
towards Local purchasing of Garden Rake for site use purpose.		
Rupees One thousand two hundred & Ninety eight Rupees only		
Paid by <u>Cheque</u> Cash		
Cheque No. _____ Dated _____		
Drawn on Bank		
<b>APPROVED</b>	1,298/-	

Sadhane  
Prepared by

Receiver's Signature

10 MAY 2025  
Approved by  
MINISH PARIKH  
MANAGER PRO.

**Tax Invoice**

(ORIGINAL FOR RECIPIENT)

<b>SFS HARDWARE</b> 30-26 PLOT NO 36 BURHANI HOUSING SOCIETY RTC COLONY TRIMULGHEERY HYDERABAD GSTIN/UIN: 36BJJPG3515K1Z6 State Name : Telangana, Code : 36 Contact : 7997525372 E-Mail : sfshardware9@gmail.com	Invoice No. <b>673</b>	Dated <b>24-Mar-2025</b>
	Delivery Note	Mode/Terms of Payment <b>15 Days</b>
Consignee (Ship to) <b>SILVER OAK VILLAS WELFARE ASSOCIATION</b> HYDERABAD State Name : Telangana, Code : 36	Reference No. & Date.	Other References
	Buyer's Order No. <b>VERBAL</b>	Dated <b>24-Mar-2025</b>
Buyer (Bill to) <b>SILVER OAK VILLAS WELFARE ASSOCIATION</b> HYDERABAD State Name : Telangana, Code : 36	Dispatch Doc No.	Delivery Note Date
	Dispatched through <b>BY HAND SELVA</b>	Destination <b>SOVWA</b>
Terms of Delivery		

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	<b>GARDEN RAKE</b> 16 TEETH AS PER PHOTO	8201	<b>2 NOS</b>	550.00	NOS		<b>1,100.00</b>
							<b>CGST</b>
							<b>99.00</b>
							<b>SGST</b>
							<b>99.00</b>
<b>Total</b>			<b>2 NOS</b>				<b>₹ 1,298.00</b>

Amount Chargeable (in words) E. & O.E

**INR One Thousand Two Hundred Ninety Eight Only**

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8201	1,100.00	9%	99.00	9%	99.00	198.00
<b>Total</b>	<b>1,100.00</b>		<b>99.00</b>		<b>99.00</b>	<b>198.00</b>

Tax Amount (in words) : **INR One Hundred Ninety Eight Only**

Company's Bank Details  
 Bank Name : **INDIAN OVERSEAS BANK**  
 A/c No. : **04320200003920**  
 Branch & IFS Code: **RP ROAD,SECUNDERABAD & IOBA0000432**  
 for SFS HARDWARE

Declaration  
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

\_\_\_\_\_  
 Authorised Signatory

This is a Computer Generated Invoice



(DUPLICATE FOR TRANSPORTER)

Tax Invoice

Invoice No: 673  
 Dated: 24-Mar-2025  
 Delivery Note: Mode/Terms of Payment  
 Reference No. & Date: 15 Days  
 Other References: 24-Mar-2025  
 Buyer's Order No.: Dated: 24-Mar-2025  
 Dispatch Doc No.: Delivery Note Date  
 Dispatched through: Destination  
 BY HAND SELVA  
 SOVWA  
 Terms of Delivery

**SFS HARDWARE**  
 30-26 PLOT NO 36 BURHANI HOUSING SOCIETY  
 HYDERABAD  
 GSTIN/UIN: 36BJJPG3515K1Z6  
 State Name: Telangana, Code: 36  
 Contact: 7997525372  
 E-Mail: sfshardware@gmail.com  
 Consignee (Ship to):  
**SILVER OAK VILLAS WELFARE ASSOCIATION**  
 HYDERABAD  
 State Name: Telangana, Code: 36

Buyer (Bill to)

**SILVER OAK VILLAS WELFARE ASSOCIATION**

HYDERABAD

State Name: Telangana, Code: 36

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per Disc %	Amount
1	GARDEN RAKE 16 TEETH AS PER PHOTO	8201	2 NOS	550.00	NOS	1,100.00

CGST  
99.00

99.00

Total

2 NOS

₹ 1,298.00

Amount Chargeable (in words)

INR One Thousand Two Hundred Ninety Eight Only

HSN/SAC

Value	Rate	Amount	Rate	Amount	Tax Amount	Total
1,100.00	9%	99.00	9%	99.00	198.00	1,100.00
					99.00	198.00
						198.00

Tax Amount (in words) : INR One Hundred Ninety Eight Only

Company's Bank Details  
Bank Name : INDIAN OVERSEAS BANK

A/c No. : 043202000003920

Branch & IFS Code : RP ROAD, SECUNDERABAD & IOBA0000432

for SFS HARDWARE

Authorised Signatory

Declaration  
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct

This is a Computer Generated Invoice