

Weekly - Petty cash /expense card statement

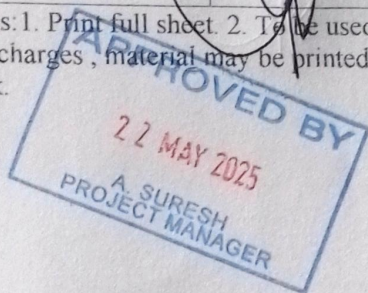
A Suresh		Statement date		22-05-2025		
Prepared by	A Suresh	Sign				
From period	15-05-2025	To period	22-05-2025			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SJK	DP24	Paint material purchased	1,100/-	☒	TY IN
2.	SJK	DP24	Paint material purchased	2,425/-	☒	TY IN
3.					☒	TY IN
4.					☒	TY IN
5.					☒	TY IN
6.					☒	TY IN
7.					☒	TY IN
8.						
9.	Total			3,525 /-		
Amount to be credited by:		Div Manager	Accountant	Accounts Manager	MED	
Approved by:						
Sign						
Date:	22-05-2025					

APPROVED BY
A Suresh
PROJECT MANAGER

Notes: 1. Scanned copy of this statement to be submitted to the concerned authority by Monday 3. Associates to make payment on receipt of scanned statement on Sunday 4. If original statement is not received within the stipulated time, the concerned authority will not be responsible for the same. 5. Employees must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accountants approval is required for expenses of over 10,000/- per week.

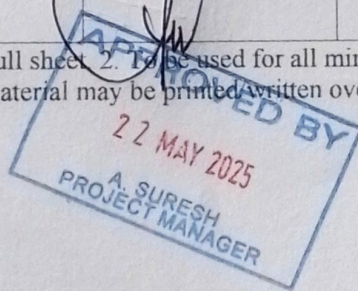
DEBIT VOUCHER			
Company/Firm	SJK		
Project	DP24		
Voucher no.	1		
Account head	Ragunandhan		
Paid to	Paint material purchased		
	Paint & hardware material purchased		
Location of work	Turkapalli		
Period	16-05-2025		22-05-2025
Amount in Rs.	1,100/-		
	One thousand one hundred only		
Hire job work	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.



DEBIT VOUCHER			
Company/Firm	SJK		
Project	DP24		
Voucher no.	2		
Account head	Ragunandhan		
Paid to	Paint material purchased		
	Paint & hardware material purchased		
Location of work	Turkapalli		
Period	16-05-2025		22-05-2025
Amount in Rs.	2,425/-		
	Two thousand Four hundred twenty Five only		
Hire job work	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.



GSTIN : 36ABHPV6660K1ZZ

TAX INVOICE

Original For Buyer

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad

Mob. 7995825048 , 9441079272

State Name:telangana, Code: 36,Pin Code-500094, Email:- pankajchoudhary1112@gmail.com

Buyer

Sharad Jayanthilal Kodakia

diamond point

State : Telengana

Contact No. = ,

GSTIN = 36ACBPK9161F1ZN

State Code:- 36

Invoice No. 512

Dated 16-05-2025

Mode/Term of Payment

Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	REAR 3443	3209	18	1	2,425.00	2055.08	pc	2425.00
	SGST							184.96
	CGST							184.96
GRAND TOTAL				1	pc			2425.00

Bill Amount In Words : INR Two Thousand Four Hundred Twenty Five Only

Bank Details :- canara bank sainikpuri A/C no : 30231010003041 IFSC : CNRB0013023	TIN/SAC 3209	Taxable 2055.08	SGST % 9 %	SGST Amt 184.96	CGST % 9 %	CGST Amt 184.96
Total GST Amount in Words : INR Three Hundred Sixty Nine & Ninety Two Paise Only						

Declaration:

- 1) Goods once sold not be taken back.
- 2) In case Bill is not paid with in 7 days interest will be charged at 18%
- 3) No Guarantee for breakage.
- 4) We are not responsible for defects in any parts, as warranty liability lies with supplier company.
- 5) Cheque Bounce Charge will be 600/-
- 6) Interest @24% per annum on payment after 15 days of delivery, goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION

This is Computer Generated Invoice

GSTIN : 36ABHPV6660K1ZZ

TAX INVOICE

Original For Buyer

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad

Mob. 7995825048 , 9441079272

State Name:telangana, Code: 36,Pin Code-500094, Email:- pankajchoudhary1112@gmail.com

Buyer

Sharad Jayanthilal Kodakia

diamond point

State : Telengana

Contact No. = ,

GSTIN = 36ACBPK9161F1ZN

Invoice No. 513

Dated 16-05-2025

Mode/Term of Payment

Credit

State Code:- 36

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	R.E LR 8443	3209	18	1	620.00	525.42	pc	620.00
2	Ace 1lt 1134	3209	18	2	240.00	203.39	pc	480.00
		SGST						83.90
		CGST						83.90
GRAND TOTAL				3	pc			1100.00

Bill Amount in Words : INR One Thousand One Hundred Only

Bank Details :- canara bank sainikpuri A/C no : 30231010003041 IFSC : CNRB0013023	HSN/SAC 3209	Taxable 932.20	SGST % 9 %	SGST Amt 83.90	CGST % 9 %	CGST Amt 83.90
Total GST Amount In Words : INR One Hundred Sixty Seven & Eighty Paise Only						

Declaration:

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- 5) Cheque Bounce Charge will be 600/-
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