Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	30-05-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	Sf
From period	23-05-2025	To period	29-05-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPSVC	MPSVC	Toner purchased	1000	☐Y ☐N	☐Y ☐N
2.	MPSVC	MPSVC	Printer repairing charges (Sambasiva Rao)	2400	☐Y ☐N	☐Y ☐N
3.	MPSVC	MPSVC	Toner refilling	1000	☐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			**4400**		

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:	Sf			
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

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Flat No. 503, G2 Block, Indu Aranaya Pallavi Apts., Bandlaguda,
Nagole, Hyderabad – 500 068, Telangana State. Tel : +91-9246215868

BILL OF SUPPLY

Invoice No. : 2975	Transport Mode :
Invoice Date : 27/05/2025	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		UOM	Qty	Rate	Amount						TOTAL
EPSON M200 PRINTER HEAD CABLES AND HEAD MOTOR CABLES AND CCD SCANNER CABLES REPLACE				01	2400.00						2400.00
					2400.00						2400.00

RS. TWO THOUSAND FOUR HUNDRED ONLY....

(RS.2400.00)

	2400.00

	2400.00

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

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BILL OF SUPPLY

Invoice No. : 2974	Transport Mode :
Invoice Date : 26/05/2025	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	UOM	Qty	Rate	Amount	TOTAL
HP88A LASER TONER REFILLING		03	225.00	675.00	675.00
HP88A LASER TONER DRUM		01	325.00	325.00	325.00
				1000.00	1000.00

INWARD
Inward No: 77 Dt: 26/5/25
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

RS. ONE THOUSAND ONLY....

(RS.1000.00)

	1000.00

	1000.00

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

Common Seal

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For VIVID WORLD

VIVID WORLD Hyderabad Narayanaguda

Authorized Signatory

M/s. VIVID WORLD

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Nagole, Hyderabad – 500 068, Telangana State. Tel : +91-9246215868

BILL OF SUPPLY

Invoice No. : 2973	Transport Mode :
Invoice Date : 24/05/2025	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	UOM	Qty.	Rate	Amount	TOTAL
HPCC388A LASER TONER CARTRIDGES NEW		02	500.00	1000.00	1000.00
				1000.00	1000.00

INWARD
Inward No: 71 Dt: 24/5/25
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

RS. ONE THOUSAND ONLY....

(RS.1000.00)

	1000.00

	1000.00

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

Common Seal

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For VIVID WORLD

Authorized Signatory

VIVID WORLD Narayanaguda