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	SK
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.	GHT	GHT	Printer repairing charges	1350	☐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			**1350**		

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:	SK			
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

Cell: 09291583343

VRAM Technologies

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

No. 287 **SERVICE INVOICE** Date 27.5.25

M/s. Modi Realty Hawkeye LLP

Sl. No.	PARTICULARS	QTY.	UNIT PRICE	AMOUNT
1.	EPSON M205 Printer repairing charges	1		1350-00
			TOTAL	1350-00

Goods once sold will not be taken back

For VRAM Technologies

satya