Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	06-06-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	Sd/-
From period	30-05-2025	To period	05-06-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GVRC	GVRC	Printer repairing charges	1300	☐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			**1300**		

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:	Sd/-			
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

V-IT CONSUMABLES AND SPARES
(A ONE STOP SOLUTION)

INVOICE/ CASH BILL

Sellers Name :	**M/S.V-IT CONSUMBALES AND SPARES**
Address :	CHAPPAL BAZAR , KACHIGUDA.
Telephone No :	**9246215868**
Buyer's Name :	**M/S. GV RESEARCH CENTRES PVT LTD ,**
Address :	**SOHAM MANSION, MG ROAD ,SECBAD .**

Date	06/06/25
INVOICE NO	1612
UDYAM REGISTRATION NUMBER **UDYAM-TS-02-0006461**	

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONERS			
2)	LASER TONER DRUMS			
3)	EPSON M205 PRINTER ADF UNIT REPAIR/ PAPER PICK UP ASSEMBLY REPAIR/ PRINT HEAD REPAIR AND SERVICE (ASSET ID :FA0000007176)			
4)	LASER TONER BLADE			
5)	LASER TONER PCR			
6)	LASER TONER MAGNET			
7)	CANON LBP2900B PRINTER REPAIR AND SERVICE CHARGES	01	1300.00	1300.00
8)	HPCC388A LASER TONER CARTRIDGE NEW- COMPATIBLE			
9)	EPSON 003 BLACK INK BOTTLE NEW (EPSON L3250 PRINTER MODEL)			
	TOTAL			1300.00

FOR M/S.VIT CONSUMABLES AND SPARES

V-IT CONSUMABLES & SPARES

AUTHORISED SIGNATORY

D.NO:3-3-66/303 SAI SHIKARA HEIGHTS, CHAPPAL BAZAR, KACHIGUDA, HYDERABAD-500027 - CALL@9246215868