Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	13-06-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	SK
From period	06-06-2025	To period	12-06-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTRSOV	MHTRSOV	Toner refilling	650	☐Y ☐N	☐Y ☐N
2.	MHTRSOV	MHTRSOV	Printer repairing	2300	☐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			**2950**	☐Y ☐N	☐Y ☐N

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

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

INVOICE/ CASH BILL

Sellers Name :	**M/S.V-IT CONSUMBALES AND SPARES**	Date	09/06/25
Address :	CHAPPAL BAZAR , KACHIGUDA.	**INVOICE NO**	1622
Telephone No :	**9246215868**	UDYAM REGISTRATION NUMBER **UDYAM-TS-02-0006461**	
Buyer's Name :	**M/S. SILVER OAK VILLAS LLP,**		
Address :	**SOHAM MANSION, MG ROAD , SECBAD.**		

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONERS HP 12A	01	225.00	225.00
2)	LASER TONER DRUMS HP12A	01	325.00	325.00
3)	EPSON M205 PRINTER PAPER PICK UP ASSEMBLY UNIT REPAIR/ CARRAGE UNIT REPAIR/PRINT HEAD REPAIR AND SERVICE			
4)	LASER TONER BLADE HP12A	01	100.00	*100.00*
5)	LASER TONER PCR			
6)	LASER TONER MAGNET			
7)	HP1005 MFP PRINTER FUSER UNIT REPLACEMENT & SERVICE CHARGES			
8)	HPCC388A LASER TONER CARTRIDGE NEW- COMPATIBLE			
9)	EPSON 003 BLACK INK BOTTLE NEW (EPSON L3250 PRINTER MODEL)			
	TOTAL			650.00

FOR M/S.V-IT CONSUMABLES AND SPARES

V-IT CONSUMABLES & SPARES HYD

AUTHORISED SIGNATORY

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

INWARD
Inward No: 99 Dt: 9/6/25
MRN No: Dt:
Received By: Jamarsh
MO... RTIES

Cell: 09291583343

VRAM Technologies

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

No. 289

SERVICE INVOICE

Date 9/6/25

M/s. modi Housing soc

Sl. No.	PARTICULARS	QTY.	UNIT PRICE	AMOUNT
1.	Epson m205 repairing charge	1		2300-00
			TOTAL	2300-00

Goods once sold will not be taken back

For VRAM Technologies

Satro