

Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar		Statement date	04-07-2025 Card No.4629 5254 2716 5724	
Prepared by		K Suneel Kumar		Sign		
From period		27-06-2025		To period	03-07-2025	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GVRC	GVRC	Camera purchased	8600	☒ 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			8600		

Amount to be credited by	☒ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:	
Approved by:	Div. Manager	Accounts Manager
Sign:		
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 receipt 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

SHOP 101, A BLOCK, GROUND FLOOR
CTC PARK LANE, SECUNDERABAD
040-66384312
GSTIN/UIN: 36AVYPM4566A1Z6
State Name : Telangana, Code : 36
E-Mail : PMINFOTECH21@GMAIL.COM

Terms of Delivery

Destination

GV RESEARCH CENTERS PRIVATE LIMITED
 Soham mansion, 5-4-187/3, MG Road, MG Road,
 Secunderabad, Hyderabad, Telangana, 500003
 GSTIN/UIN : 36AAHCG4562D1ZP
 State Name : Telangana, Code : 36
 Place of Supply : Telangana

INWARD	
Inward No: 134	Dt: 01/12/11
MRN No:	Dt:
Received By: James J. J.	Sign: [Signature]
MODI PROPERTIES	

Authorised Signatory

This is a Computer Generated Invoice

