

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	SV		
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.	MPSVC	MPSVC	Cable purchased	600	☒ 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			600			

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:	SV		
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

TAX INVOICE

☐ Original for Recipient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy



SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR, CHENOY TRADE CENTRE,
 PARKLANE, SECUNDERABAD TELANGANA HYDERABAD 500003

State Name 36 - Telangana
 , Email: Shwetacomputers@shwetagroup.com
 GSTIN: 36ACUFS2935A1ZZ
 PAN: ACUFS2935A



Bill To:

MODI PROPERTIES PVT.LTD.

5-4-187/3 AND 4, 2ND FLOOR, SOHAM MANSION,
 M.G ROAD, SECUNDERABAD, Rangareddy, Telangana, 500003
 SEC-BAD 663355519502199355
 HYDERABAD - 500003

Phone:

State: 36 - Telangana

Invoice No. : 00008284

Invoice Date : 02/07/2025

GSTIN : 36AABCM4761E1ZM

PAN : AABCM4761E

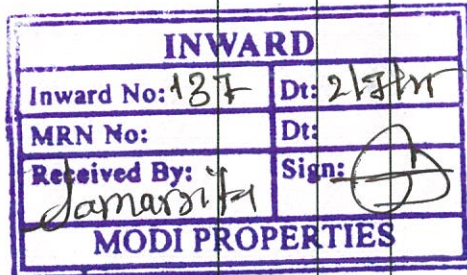
Due Date : 02/07/2025

SR : DESHRAJ SAGAR PH:9285528537

IRN : 875cc16a2dc6c8bf5a56012e5f7897626220d49241bdb72
 966a5ba38b67d07f8

Ship to:

SI	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST		SGST		IGST	
							%	Amt	%	Amt	%	Amt
1	HDMI CABLE 3 MTRS HONEYWELL	85444299	1	600.00	508.48	508.48	9	45.76	9	45.76	0	0.00
						508.48						
	CGST				9.00	45.76						
	SGST				9.00	45.76						
Grand Total:					1	600.00						



Rupees Six Hundred Only.

Bank Details:

HDFC BANK PARADISE A/C NO : 50200010045314, IFSC: HDFC0000042

Terms & Condition:

1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to HYDERABAD jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor, cables, earphone, other accessories & consumables products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.
9. No Warranty for Swollen or Bulged Battery

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

E.&O.E

For SHWETA COMPUTERS



Authorised Signatory