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 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

TAX INVOICE

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

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 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 66335551/9502199355
HYDERABAD - 500003
Phone :
State : 36 - Telangana

Ship to:

Invoice No. : 00008284
Invoice Date : 02/07/2025
GSTIN : 36AABCM4761E1ZM
PAN : AABCM4761E
Due Date : 02/07/2025

SR : DESHRAJ SAGAR PH:9285528537
IRN : 875cc16a2dc6c8bf5a56012e5f7897626220d49241bdb72966a5ba38b67d07f8

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**						

INWARD
Inward No: 137 Dt: 2/7/25
MRN No: Dt:
Received By: Samarpita Sign:
MODI PROPERTIES

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 & consumbales 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

E.&O.E
For **SHWETA COMPUTERS**

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM