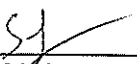


Weekly - Petty cash /expense card statement.

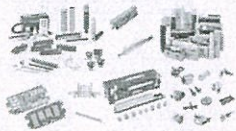
Name	K Suneel Kumar		Statement date	04-07-2025 Card No.4629 5254 2716 5724		
Prepared by	K Suneel Kumar		Sign			
From period	27-06-2025		To period	03-07-2025		

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GMR	GMR	Printer repairing charges eng	3350	☒ 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			3350		

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:				
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



V-IT CONSUMABLES AND SPARES

(A ONE STOP SOLUTION)



INVOICE/ CASH BILL

Sellers Name :	M/S.V-IT CONSUMBALES AND SPARES	Date	01/07/25
Address :	CHAPPAL BAZAR , KACHIGUDA.	INVOICE NO	1653
Telephone No :	9246215868	UDYAM REGISTRATION NUMBER	UDYAM-TS-02-0006461
Buyer's Name :	M/S. MODI REALITY (MALLAPUR) LLP,		
Address :	SOHAM MANSION, MG ROAD, SECBAD.		

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONERS			
2)	LASER TONER DRUMS			
3)	EPSON M200 PRINTER HEAD REPAIR / CARRAGE UNIT ASSEMBLY REPLACE AND SERVICE	01	3350.00	3350.00
4)	LASER TONER BLADE			
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)			
10)	CANON LBP 2900 PRINTER PRESSURE ROLLER AND TEFLON SHEET CHANGE			
TOTAL				3350.00

FOR M/S.VIT CONSUMABLES AND SPARES

AUTHORISED SIGNATORY



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