Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	18-07-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	
From period	11-07-2025	To period	17-07-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GVRC	GVRC	Camera adapter and service charges paid	4000	☐Y ☐N	☐Y ☐N
2.	GVRC	GVRC	Toner refilling	550	☐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			**4550**		

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 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	12/07/25
Address :	CHAPPAL BAZAR , KACHIGUDA.	**INVOICE NO**	1671
Telephone No :	**9246215868**	UDYAM REGISTRATION NUMBER **UDYAM-TS-02-0006461**	
Buyer's Name :	**M/S. GV RESEARCH CENTRES PVT LTD ,**		
Address :	**SOHAM MANSION , MG ROAD , SECBAD.**		

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONERS HP12A	01	225.00	225.00
2)	LASER TONER DRUMS HP12A	01	325.00	325.00
3)	EPSON I3252 PRINTER BLACK			
4)	LASER TONER BLADE			
5)	LASER TONER PCR			
6)	LASER TONER MAGNET			
7)	HP1005 MFP PRINTER FUSER UNIT REPLACEMENT & SERVICE CHARGES			
8)	HPQ2612A LASER TONER CARTRIDGE NEW- COMPATIBLE			
9)	EPSON L3252 PRINTER INK PADS CLEANINGWITH SOFTWARE UPDATION AND HEAD REPAIR AND GENERAL SERVICE			
10)	CANON LBP 2900 PRINTER PRESSURE ROLLER AND TEFLON SHEET CHANGE			
	TOTAL			550.00

INWARD
Inward No: 157 Dt: 12/7/25
ARN No: Dt:
Received By: Sign:
MODI PROPERTIES

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

Trinity Technologies

D.NO: 6-3-248/4, 1st *Floor, Prem Nagar, Khairatabad, Hyderabad.* **Cell : 7032763**

Receipt

15

Date ...16/7...

d with thanks from M/s. GV Researchcentre Pvt L

full / part payment camera adapter and

service charges

of Rupees (in words) four thousand

Rupees only

h/Cheque

For Trinity Technolog

TRINITY TECHNOLOGIES ★ HYDERABAD

4000/-

Authorised Signatur