

Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar		Statement date	25-07-2025 Card No.4629 5254 2716 5724		
Prepared by	K Suneel Kumar		Sign			
From period	18-07-2025		To period	24-07-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPSVC	MPSVC	Laptop repairing charges	5900	☐ 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			5900		
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

Bill of Supply				
ABHI TECHNO SOLUTIONS				
PRINTER & COMPUTER PERIPHERAL SALES				
#17-119/2/A, Near Thukramgate Police station, North Lalaguda, secunderabad, Telangana - 17				
Cell: 9246244984				
email: hpplotterservices@gmail.com				
M/s: Modi Properties Serives		Bill No. 49		
Hyderabad		Date 24-07-2024		
S No	Description of Goods	HSN code	Qty	Rate
1	HP LED HD Screen		1	3950.00
2	Mother board repair		1	1950.00
Grand Total			5900.00	
Ruppes: Five Thousand Nine Hundred Only				
Receivers Signature				
for ABHI TECHNO SOLUTIONS				
Authorized signatory				
Terms & Conditions: Goods Once sold will not be taken back				
E.& O.E. Any dispute subject to Hyderabad Jurisdiction				