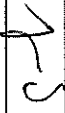
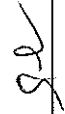


Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar		Statement date	14-08-2025 Card No.4629 5254 2716 5724		
Prepared by		K Suneel Kumar		Sign			
From period		08-08-2025		To period	14-08-2025		

SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GMR	GMR	Auto fare towards GMR	450	☐ Y ☐ N	☐ Y ☐ N
2.	GMR	GMR	Laptop repairing charges lady eng	2500	☐ 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			2950		

Amount to be credited by		☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:	
Approved by:	Div. Manager	Accountant	Accounts Manager
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

Sc SILICON COMPUTERS

Date: 11/8/25
No.: 616

M/s. Modi Realty Malabar UP.

Sl.No.	Description	Qty.	Rate	Total ₹
1.	Lenovo Screen Panel replacement Charges	1		2500 00
TOTAL				2500 00

Rupees in words: _____

Nanopac
for **SILICON COMPUTERS**

DEBIT VOUCHER

Modi Realty mallafor Ltd

Voucher No. _____

A/c. _____ Date : *11/8/25*

Paid to	Rs.	Ps.
towards <i>Auto fare towards car & return</i>	<i>450</i>	
<i>to HO for site visit for camera's</i>		
Rupees <i>Four Hundred fifty only</i>	<i>/</i>	
Paid by <u>Cheque</u> Cash	Cheque No.	Dated
	Drawn on Bank	
	<i>450</i>	<i>-</i>

Prepared by

Approved by

Receiver's Signature

