

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		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMS 801	AMS 801	Ram purchased	800	☐ 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			800		
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

TAX INVOICE

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

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR, CHENOY TRADE CENTRE,
 PARKLANE, SECUNDERABAD TELANGANA HYDERABAD 500003

State Name 36 - Telangana

Email: Shwetacomputers@shwetagroup.com

GSTIN: 36ACUFS2935A1ZZ

PAN: ACUFS2935A



Bill To:

AMTZ MEDPOLIS SQUARE 801 PRIVATE LIMITED

2ND FLOOR, 5-4-187/3&4, Soham Mansion, Mahatma Gandhi Road,

BHARATH PETROL BUNK, Secunderabad,

HYDERABAD - 500003

Phone : 9502199355

State : 36 - Telangana

Invoice No. : 00012071

Invoice Date : 08/08/2025

GSTIN : 36AAXCA5638G1Z6

PAN : AAXCA5638G

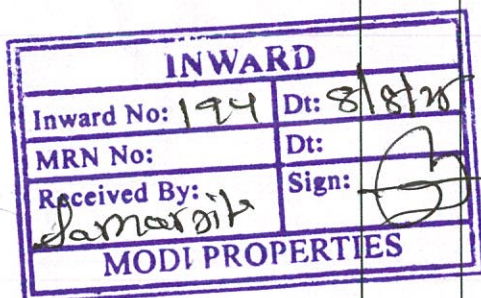
Due Date : 08/08/2025

SR : SANDEEP OJHA PH:7097758463

IRN : d73c6558d852e82b934d11d7acb5870d4a8d4f665e09316
af83471dc9feff62d

Ship to:

SI	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST		SGST		IGST	
							%	Amt	%	Amt	%	Amt
1	RAM 4 GB DDR3 DDR4	84733030	1	800.00	677.97	677.97	9	61.02	9	61.02	0	0.00
						677.97						
	CGST				9.00	61.02						
	SGST				9.00	61.02						
	ROUND OFF				0.00	- 0.01						
Grand Total:						800.00						



Rupees Eight 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 & consumables 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

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

E.&O.E

For SHWETA COMPUTERS



Authorised Signatory