Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	22-08-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	Sf
From period	16-08-2025	To period	21-08-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR	MHTR	Toner refilling	775	☐Y ☐N	☐Y ☐N
2.	MHTr	MHTR	TAB cover purchased	1422	☐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			**2197**		

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:	Sf			
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	18/08/25
Address :	CHAPPAL BAZAR , KACHIGUDA.		**INVOICE NO**	1719
Telephone No :	**9246215868**		UDYAM REGISTRATION NUMBER **UDYAM-TS-02-0006461**	
Buyer's Name :	**M/S. MODI HOUSING- TRADING ,**			
Address :	**5-4-187/2 , SOHAM MANSION, MG ROAD, SECBAD.**			

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONERS 12A	02	225.00	450.00
2)	LASER TONER DRUM 12A	01	325.00	325.00
3)	EPSON M 205 PRINTER BASE UNIT PASTING/ SEPARATION PADS REPLACE/PICKUP ROLLERS REPLACE/ HEAD REPAIR AND SERVICE (ASSET ID:FA0000007179)			
4)	LASER TONER BLADE			
5)	LASER TONER PCR			
6)	LASER TONER MAGNET			
7)	HP1020 PRINTER TEFLON SHEET AND PRESSURE ROLLER REPLACEMENT & SERVICE CHARGES			
8)	HPQ2612A LASER TONER CARTRIDGE NEW- COMPATIBLE			
9)	CANON MFP244DN DUPLEX PRINTER TELFON SHEET AND PRESSURE ROLLER REPLACE WITH SERVICE			
	TOTAL			775.00

INWARD
Inward No: 210 Dt: 20/8/25
MRN No: Dt:
Received By: Samarsih Sign:
MODI PROPERTIES

FOR M/S.VIT CONSUMABLES AND SPARES

V-IT CONSUMABLES & SPARES HYD

AUTHORISED SIGNATORY

Sf

amazon.in

Tax Invoice/Bill of Supply/Cash Memo
(Original for Recipient)

IRN/QR Code:

16/8/25

Sold By :
CLICKTECH RETAIL PRIVATE LIMITED
* Kh No 18//21, 19//25, 34//5, 6, 7/1 min, 14/2/2 min, 15/1 min, 27, 35//1, 7, 8, 9/1, 9/2, 10/1, 10/2, 11 min, 12, 13, 14, Village - Jamalpur
Gurgaon, Haryana, 122503
IN

PAN No: AAJCC9783E
GST Registration No: 06AAJCC9783E1ZB

Billing Address :
Modi Housing Private Limited
Soham Mansion, 5 4 187 3 and 4, 2nd floor, M G Road, Hyderabad
SECUNDERABAD, TG, 500003
IN
GST Registration No: 36AADCM5906D2ZO
State/UT Code: 36

Shipping Address :
Modi Housing Private Limited
Modi Housing Pvt Ltd
Soham Mansion, 5 4 187 3 and 4, 2nd floor, M G Road, Hyderabad
SECUNDERABAD, TG, 500003
IN
State/UT Code: 36
GST Registration No: 36AADCM5906D2ZO
Place of supply: TG
Place of delivery: TG

Order Number: 402-1573472-8329164
Order Date: 08.08.2025

Invoice Number : DEL4-1424587
Invoice Details : HR-DEL4-297683823-2526
Invoice Date : 10.08.2025

Sl. No	Description	Unit Price	Qty	Net Amount	Tax Rate	Tax Type	Tax Amount	Total Amount
1	ProElite for Redmi Pad SE case, Rugged 3 Layer Armor case Cover for Redmi Pad SE 11 inch with Hand Grip and Rotating Kickstand with Shoulder Strap, Black | B0D4VGSQPN (B0D4VGSQPN) HSN:39269099	₹1,205.08	1	₹1,205.08	18%	IGST	₹216.92	₹1,422.00
TOTAL:							₹216.92	₹1,422.00

Amount in Words:
One Thousand Four Hundred Twenty-two only

INWARD
Inward No: 204 | Dt: 16/8/25
MRN No: | Dt:
Received By: Samarnath | Sign:
MODI PROPERTIES

*ASSPL-Amazon Seller Services Pvt. Ltd., ARIPL-Amazon Retail India Pvt. Ltd. (only where Amazon Retail India Pvt. Ltd. fulfillment center is co-located)

Please note that this invoice is not a demand for payment