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	
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.	MPSVC	MPSVC	Internet of MD cabin paid	4705.25	☐Y ☐N	☐Y ☐N
2.	MPSVC	MPSVC	Toner refilling	2025	☐Y ☐N	☐Y ☐N
3.	MPSVC	MPSVC	Laptop repairing	3000	☐Y ☐N	☐Y ☐N
4.	MPSVC	MPSVC	Bank charges	141.6	☐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			**9872**		

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	18/08/25
Address :.	CHAPPAL BAZAR , KACHIGUDA.	INVOICE NO	1717
Telephone No :	9246215868	UDYAM REGISTRATION NUMBER UDYAM-TS-02-0006461	
Buyer's Name :	M/S. MODI PROPERTIES PVT LTD- SERVICES,		
Address :	5-4-187/2, SOHAM MANSION, MGRD , SECBAD.		

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONERS 12A	07	225.00	1575.00
	88A	02	225.00	450.00
2)	LASER TONER DRUM			
3)	EPSON M 205 PRINTER BASE UNIT PASTING/ SEPARATION PADS			
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			2025.00

INWARD
Inward No: 212 Dt: 20/8/25
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

FOR M/S.VIT CONSUMABLES AND SPARES

V-IT CONSUMABLES & SPARES

AUTHORISED SIGNATORY

ACT FIBERNET

TAX INVOICE (Original for the Receipient)

Suneel Kumar K
5-4-187/3 and 4 MG Road Ranigunj Secunderabad
Hyderabad
Telangana
India
500003
Mobile : 9502199355
Alternate Mobile :
User Id : 101155072440
Account No : 101155072440
Invoice No. : TG-B1-141677381

APPROVED BY
G. JAI KUMAR
AGM-HR & Admin
2 0 AUG 2025

ATRIA CONVERGENCE TECHNOLOGIES LIMITED,
8-2-618/1/2, Road No 11,
Banjara Hills, Hyderabad, Telangana 500034.
Ph.No : 9121212121,7288999999
www.actcorp.in
E-mail : helpdesk@actcorp.in
GSTIN : 36AACCA8907B1ZZ

Billing Period	Invoice Date	Amount Payable	Due Date	Amount After Due Date
Aug, 2025	01/08/2025	₹4,705.25	22/08/2025	₹4,823.25

PAY BILL

Account Summary

Previous Due (A)	₹0
Invoice Amount (B)	₹4,705.25
Adjustments (C)	₹0
Payments Received (D)	₹0
Balance Amount (A+B-C-D)	₹4,705.25

This Month's Summary

Total Charges	₹3,987.50
CGST	₹358.88
SGST	₹358.88
Total	₹4,705.25

Account No: 101155072440
User Name:101155072440

Invoice Charges

Plan Name	From Date	To Date	Quantity	Rental	Net Amount
A-Max 725 5.5M+ 0.5M	22/08/2025	21/02/2026	184 days	3987.5	3,987.5
				Sub Total:	3,987.5

Account No: 101155072440
User Name:101155072440

Tax Details

Plan Name	HSN Code	Taxable Amount	CGST		SGST		Total Tax
			Rate %	Amount	Rate %	Amount	
A-Max 725 5.5M+ 0.5M	998422	3,987.5	9	358.88	9	358.88	717.75
			Sub Total:	358.88		358.88	717.75

INVOICE AMOUNT:	3,987.5	358.88	358.88	4,705.25

Terms and Conditions

1. 18% interest will be levied on overdue payments.
2. Late Payment fee of Rs. 100/- (+ GST) shall be applicable if bill is paid post due date.
3. In case of overdue/ defaults, the right to deactivate your services, is reserved.
4. All disputes are subject to Telangana jurisdiction.
5. Unless otherwise stated,tax on this invoice is not payable under reverse charge.
6. This Invoice is system generated hence signature and stamp is not required.

Your Payment Receipt 20-Aug-2025

1 message

ACT Fibernet Admin <notification.alerts7@alerts.actcorp.in> Wed, 20 Aug 2025 at 4:15 pm
To: ksuneelkumar.2020@gmail.com

ATRIA CONVERGENCE TECHNOLOGIES LIMITED

8-2-618/B Banjara Hills No. 11 Rd,Banjara Hills No 11 Rd, Mithila Nagar,Banjara Hills, Hyderabad,Telangana 500034

ACT FIBERNET

CIN : U72900KA200000000
GSTIN No : 36AACCA8907B1ZZ

PAYMENT RECEIPT

Account Number	101155072440
Date of Payment	20-Aug-2025
Amount	₹4705.25
Transaction Reference number	24791869651
Transaction details	Payment

Note : No Signature required as this document is generated electronically.

INVOICE

SILICON COMPUTERS

#2, Block 19, Baglingampally,
Hyderabad - 44. Mobile: **901 082 0929**

Date: 19/8/25

No.: 618

M/s. Modi Properties Services

Sl.No.	Description	Qty.	Rate	Total ₹	
1.	Acer aspire laptop repairing charges	1		3000	00
	TOTAL			3000	00

Rupees in words:

for SILICON COMPUTERS