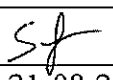
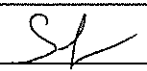


Weekly - Petty cash /expense card statement.

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.	GVRC	GVRC	Conveyance to site	1600	☐ Y ☐ N	☐ Y ☐ N
2.	GVRC	GVRC	Printer repairing charges	2500	☐ Y ☐ N	☐ Y ☐ N
3.	GVRC	GVRC	Mobile repairing charges	2000	☐ 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			6100		
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



SILICON COMPUTERS

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

INVOICE

Date: 20/08/25

No.: 621

M/s.

G.V. Research center

Sl.No.	Description	Qty.	Rate	Total
1.	EPSON m205 Printer repairing charges	1		2500
TOTAL				2500

Rupees in words:

for SILICON COMP

DEBIT VOUCHER

G. V. R. C

Voucher No. _____

A/c. _____ Date : 20/8/25

Paid to <i>conveyance</i>				Rs.	Ps.	
towards <i>sita unit made on 18/8/25</i>				1600		
<i>(cab)</i>						
Rupees <i>One Thousand Six H <u> </u> only</i>						
Paid by	Cheque Cash	Cheque No. 	Dated 	Drawn on Bank 	1600	✓

sf
Prepared by

Approved by

Receiver's Signature

sf