Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	12-09-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	
From period	05-09-2025	To period	11-09-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPSVC	MPSVC	Zoom Subscription	1710	☐Y ☐N	☐Y ☐N
2.	MPSVC	MPSVC	Toner refilling	1900	☐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			**3610**		

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	09/09/25
	CHAPPAL BAZAR , KACHIGUDA.	**INVOICE NO**	1743
Telephone No :	**9246215868**	UDYAM REGISTRATION NUMBER	**UDYAM-TS-02-0006461**
Buyer's Name :	**M/S.MODI PROPERTIES PVT LTD- SERVICES ,**		
Address :	**SOHAM MANSION , MG ROAD , SECBAD.**		

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONERS - 12A	06	225.00	1350.00
	88A	01	225.00	225.00
2)	LASER TONER DRUM HP12A	01	325.00	325.00
3)	EPSON M 205 PRINTER REPAIR AND SERVICE CHARGES			
4)	LASER TONER BLADE			
5)	LASER TONER PCR			
6)	LASER TONER MAGNET			
7)	HP INKTANK WIRELESS 419 PRINTER REPAIR & SERVICE CHARGES			
8)	HP LASER TONER CARTRIDGE NEW			
9)	CANON MFP244DN DUPLEX PRINTER TELFON SHEET AND PRESSURE ROLLER REPLACE WITH SERVICE			
	TOTAL			1900.00

INWARD
Inward No: 240 Dt: 9/9/25
MRN No: Dt:
Received By: Janardhan Sign:
MODI PROPERTIES

V-IT CONSUMABLES AND SPARES

FOR M/S.VIT CONSUMABLES AND SPARES

AUTHORISED SIGNATORY

S1

Tax Invoice

Original for Recipient and Duplicate for Supplier

Signature Not Verified

Digitally Signed By:
DS ZVC INDIA PRIVATE LIMITED 1
Wed 10-Sep-2025 07:23:34 IST
Approved by: Sameer Raje

zoom

ZVC India Private Limited
Raheja Platinum, No. 06A127
Sag Baug Road, Marol, Andheri East
Mumbai, Maharashtra, 400059

Invoice Date:	Sep 9, 2025
Invoice #:	INV320993705
Payment Terms:	Due Upon Receipt
Due Date:	Sep 9, 2025
Account Number:	52982137
Currency:	INR
Account Information:	modi Properties

Zoom GSTIN: 27AABCZ4218R1ZP
Zoom PAN: AABCZ4218R

Purchase Order Number:

Customer GSTIN: 36AABCM4761E1ZM
Customer PAN: AABCM4761E

Whether tax is payable on reverse charge basis - No.

Zoom W-9

Question about your Digital Signature?

Consignee (Place of supply):

modi Properties
M G Road,
Hyderabad, Telangana 500003 (State Code: 36)
India

zoom@modiproperties.com

Name of Recipient (Billed to):

modi Properties
M G Road,
Hyderabad, Telangana 500003 (State Code: 36)
India

zoom@modiproperties.com

Charge Details

Charge Description	Subscription Period	Subtotal	Taxes, Fees & Surcharges	Total
Charge Name: Zoom Workplace Pro Monthly Quantity: 1 Unit Price: INR1,449.00 HSN of Goods/Services: 998424	Sep 9, 2025 - Oct 8, 2025	INR1,449.00	INR260.82	*INR1,709.82*

Taxable Value	INR1,449.00
Total (Including Taxes, Fees & Surcharges)	INR1,709.82
Invoice Balance	INR0.00

Taxes, Fees & Surcharge Details

Charge Name	Tax, Fee or Surcharge Name	Jurisdiction	Charge Amount	Tax, Fee or Surcharge Amount
Zoom Workplace Pro Monthly	IGST (Communications) 18.000%	Federal	INR1,449.00	**INR260.82**
			Total of Taxes, Fees & Surcharges	**INR260.82**

Transactions

Invoice Total	**INR1,709.82**

Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
Sep 9, 2025	P-377505086	Payment		**INR-1,709.82**
			Invoice Balance	**INR0.00**

Need help understanding your invoice? Click here

Zoom One is rebranding to Zoom Workplace! This new name does not impact your services.
Please note ZoomIQ for Sales is now called Zoom Revenue Accelerator. Your Services will remain the same and this name change does not change your current subscription pricing.

This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, INR1449.00 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at zoom.us/billing will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to zoom.us/billing and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.