Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	19-09-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	
From period	12-09-2025	To period	18-09-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPL	MPL	Printer repairing charges	850	☐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			**850**		

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	16/09/25
	CHAPPAL BAZAR , KACHIGUDA.	**INVOICE NO**	1752
Telephone No :	**9246215868**	UDYAM REGISTRATION NUMBER **UDYAM-TS-02-0006461**	
Buyer's Name :	**M/S. MAY FLOWER PLATINUM PVT LTD (MPPL),**		
Address :	**SOHAM MANSION, MG RD, SECBAD.**		

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONERS			
2)	LASER TONER DRUM			
3)	EPSON M205 PRINTER SEPARATION WITH ROLLERS/ PAPER PICK UP ROLLERS/ HEAD REPAIR/ PAPER FEEDER TRAY CHANGE WITH SERVICE (ASSET ID:FA0000007255)			
4)	LASER TONER BLADE			
5)	LASER TONER PCR			
6)	LASER TONER MAGNET			
7)	HP INKTANK WIRELESS 419 PRINTER REPAIR & SERVICE CHARGES			
8)	HP LASER 802 BLACK INKJET CARTRIDGE NEW HP LASER 802 COLOR INKJET CARTRIDGE NEW			
9)	CANON LBP2900 PRINTER REPAIR AND SERVICE CHARGES	01	850.00	850.00
	TOTAL			850.00

FOR M/S.VIT CONSUMABLES AND SPARES

V-IT CONSUMABLES & SPARES HYD

AUTHORISED SIGNATORY