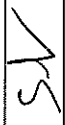


Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar		Statement date	03-10-2025 Card No.4629 5254 2716 5724		
Prepared by		K Suneel Kumar		Sign			
From period		26-09-2025		To period	02-10-2025		

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPSVC	MPSVC	Laptop repairing charges (Sitaram)	2800	☐ Y ☐ N	☐ Y ☐ N
2.	MPSVC	MPSVC	Printer repairing charges (Aruna)	1800	☐ Y ☐ N	☐ Y ☐ N
3.	MPSVC	MPSVC	Laptop repairing charges (Anji kumar)	2000	☐ Y ☐ N	☐ Y ☐ N
4.	MPSVC	MPSVC	SSd purchased (anjikumar)	3000	☐ 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			9600		

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: 30-9-25

No.: **637**

M/s. Made Properties Servicey

Sl.No.	Description	Qty.	Rate	Total ₹
1.	Laptop Screen Panel replacement charges			2800 00
TOTAL				2800 00

Rupees in words: _____

Naveen

for **SILICON COMPUTERS**



SILICON COMPUTERS

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

INVOICE

Date: 30-9-25

634

No.:

M/s.

Mod: Properties Services

Sl.No.	Description	Qty.	Rate	Total ₹
1.	Canon 2900ab Printer refilling charges			1800 00
TOTAL				1800 00

Rupees in words:

Signature
for SILICON COMPUTERS

INVOICE



SILICON COMPUTERS

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

Date: 29.09.25

No.: 633

M/s.

modi properties services

Sl.No.	Description	Qty.	Rate	Total ₹
1-	Dell mother board repairing (charge)	1		2000.00
TOTAL				2000.00

Rupees in words: _____

for SILICON COMPUTERS
Devarajulu.