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	SP
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.	MHTR	MHTR	24 port switch repairing charges	1200	☐Y ☐N	☐Y ☐N
2.	MHTR	MHTR	SSD and RAM purchased	5500	☐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			**6700**		

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:	SJ			
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

Tax Invoice

Ace Business Solutions #NRSC Colony, Hydernagar, Hyderabad-500 082 GSTIN: 36ANLPK6297R1ZU State : Telangana. Ph:-8555004783	Invoice No. 16/25-26	Dated 30-09-2025
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date:	Other References
Buyer (Bill to) Modi Housing Trading 5-4-187/3&4, 2nd Floor Soham Mansion MG Road, Secunderabad- 500 003 GSTIN: 36AADCM5906D2ZO	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination

Sl No.	Description of goods	HSN/SAC	Qty	Rate	per	Amount
1	16GB DDR4 RAM	8473303	1	1694.92	18%	1,694.92
2	500 GB SSD	85235100	1	2,966.10	18%	2,966.10
	CGST					419.49
	SGST					419.49
	Rounded off					0.00
						5,500.00

INWARD
Inward No: 27 | Dt: 03/10/25
MRN No: | Dt:
Received By: | Sign:
MODI PROPERTIES

Amount (in words) Five Thousand Five Hundred Only

E. & O.E

Taxable Value	IGST		CGST		SGST		Total Tax Amount
	Rate	Amt	Rate	Amt	Rate	Amt	
4,661.02	0%	0.00	9%	419.49	0%	419.49	838.98

Company's Bank Details:
Bank Name: State Bank of India
IFSC CODE : SBIN0011665
Branch: Hydernagar

For Ace Business Solutions

ACE BUSINESS SOLUTIONS HYD'BAD

Authorised Signatory

Receiver Signature

INVOICE

SC **SILICON COMPUTERS**

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

Date: 30-9-25

No.: 639

M/s. Modi Housing trading

Sl.No.	Description	Qty.	Rate	Total ₹	
1.	Network switch repairing charges	1		1200	00
	TOTAL			1200	00

Rupees in words: ____________

Narayana

for SILICON COMPUTERS