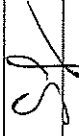


Weekly - Petty cash /expense card statement.

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

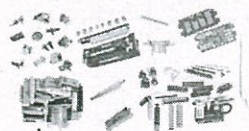
SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	VIVO	VIVO	Printer repairing charges site	2250	☐ Y ☐ N	☐ Y ☐ N
2.					☐ Y ☐ N	☐ Y ☐ N
3.					☐ Y ☐ N	☐ Y ☐ N
4.					☐ Y ☐ N	☐ Y ☐ N
5.					☐ Y ☐ N	☐ Y ☐ N
6.					☐ Y ☐ N	☐ Y ☐ N
7.					☐ Y ☐ N	☐ Y ☐ N
8.					☐ Y ☐ N	☐ Y ☐ N
9.					☐ Y ☐ N	☐ Y ☐ N
10.					☐ Y ☐ N	☐ Y ☐ N
11.	Total			2250		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:	
Approved by:	Div. Manager	Accounts Manager
Sign:		MD
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



V-IT CONSUMABLES AND SPARES (A ONE STOP SOLUTION)



INVOICE/ CASH BILL

Sellers Name :		M/S.V-IT CONSUMABLES AND SPARES		Date		08/10/25	
		CHAPPAL BAZAR , KACHIGUDA.		INVOICE NO		1788	
Telephone No :		9246215868		UDYAM REGISTRATION NUMBER		UDYAM-TS-02-0006461	
Buyer's Name :		M/S. MODI. GY VENTURES LLP,					
Address :		SOHAM MANSION, MG ROAD , SECBAD.					

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONER			
2)	LASER TONER DRUM			
3)	EPSON M205 PRINTER HEAD REPAIR /HEAD CABLES/	01	2250.00	2250.00
4)	LASER TONER BLADE			
5)	LASER TONER PCR			
6)	LASER TONER MAGNET			
7)	BT SCANNER BATTERIES NEW			
8)	HP CC388A LASER TONER CARTRIDGE NEW- COMPATIBLE			
9)	CANON LBP2900 PRINTER POWER SUPPLY BOARD REPAIR AND SERVICE			
TOTAL				2250.00

FOR M/S.V-IT CONSUMABLES AND SPARES
AUTHORISED SIGNATORY

