

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.	MHTR	MHTR	Toner refilling	775	☐ 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			775			
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



V-IT CONSUMABLES AND SPARES

(A ONE STOP SOLUTION)



INVOICE/ CASH BILL

Sellers Name :	M/S.V-IT CONSUMBALES AND SPARES	Date	08/10/25
	CHAPPAL BAZAR , KACHIGUDA.	INVOICE NO	1785
Telephone No :	9246215868	UDYAM REGISTRATION NUMBER	UDYAM-TS-02-0006461
Buyer's Name :	M/S. MODI HOUSING- TRADING ,		
Address :	SOHAM MANSION, MG ROAD , SECBAD.		

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONER 12A	02	225.00	450.00
2)	LASER TONER DRUM 12A	01	325.00	325.00
3)	EPSON M205 PRINTER HEAD REPAIR WITH HEAD CABLES/PICK			
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 REPAIR AND SERVICE CHARGES			
	TOTAL			775.00

FOR M/S.VIT CONSUMABLES AND SPARES

AUTHORISED SIGNATORY

D.NO:3-3-66/303 SAI SHIKARA HEIGHTS, CHAPPAL BAZAR, KACHIGUDA, HYDERABAD-500027 - CALL@9246215868

INWARD	
Inward No: 279	Dt: 10/10/25
MRN No:	Dt:
Received By: Jamarathi	Sign: [Signature]
MODI PROPERTIES	