Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	17-10-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	SK
From period	10-10-2025	To period	16-10-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPSVC	MPSVC	Peripherals purchased	4200	☐Y ☐N	☐Y ☐N
2.	MPSVC	MPSVC	Printer repairing charges	1600	☐Y ☐N	☐Y ☐N
3.	MPSVC	MPSVC	Adapter purchased	1300	☐Y ☐N	☐Y ☐N
4.	MPSVC	MPSVC	Bank charges	283.6	☐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			**7383.6**		

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:	SK			
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. 17/25-26	Dated 13-10-2025
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date:	Other References
Buyer (Bill to) Modi Properties services 5-4-187/3&4, 2nd Floor Soham Mansion MG Road, Secunderabad- 500 003 GSTIN: 36AABCM4761E1ZM	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	Acer laptop adapter	85043100	1	1101.70	18%	1,101.70
	CGST					99.15
	SGST					99.15
	Rounded off					-0.01
						1,300.00

INWARD
Inward No: 300 Dt:
MRN No: Dt:
Received by:
MODI PROPERTIES

Amount (in words) Two Thousand Eight Hundred only *E. & O.E*

	Taxable Value	Central Tax Rate	Central Tax Amt	State Tax Rate	State Tax Amt	Total Tax
Total	1,101.70	9%	99.15	9%	99.15	198.31

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

For Ace Business Solutions

ACE BUSINESS SOLUTIONS HYD'BAD

Receiver Signature

Authorised Signatory

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**	1787
Telephone No :	**9246215868**		UDYAM REGISTRATION NUMBER **UDYAM-TS-02-0006461**	
Buyer's Name :	**M/S. MODI PROPERTIES PVT LTD -SERVICES ,**			
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 M200 PRINTER HEAD REPAIR / SERVICE			
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)	CANONLBP2900 PRINTER POWER SUPPLY BOARD REPAIR AND SERVICE	01	1600.00	1600.00
	TOTAL			1600.00

FOR M/S.VIT CONSUMABLES AND SPARES

V-IT CONSUMABLES SPARES

AUTHORISED SIGNATORY

TAX INVOICE

☐ Original for Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 500003
State Name 36 - Telangana
, Email:Shwetacomputers@shwetagroup.com
GSTIN:36ACUFS2935A1ZZ
PAN:ACUFS2935A

Bill To :
MODI PROPERTIES PVT.LTD.
5-4-187/3 AND 4, 2ND FLOOR, SOHAM MANSION,
M.G ROAD, SECUNDERABAD, Rangareddy, Telangana, 500003
SEC-BAD 66335551/9502199355
HYDERABAD - 500003
Phone :
State : 36 - Telangana

Ship to:

Invoice No. : 00018308
Invoice Date : 14/10/2025
GSTIN : 36AABCM4761E1ZM
PAN : AABCM4761E
Due Date : 14/10/2025

SR : SANDEEP OJHA PH:7097758463
IRN :

SI	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST		SGST		IGST	
							%	Amt	%	Amt	%	Amt
1	MINI DP TO HDMI HONEYWELL	85437099	1	1200.00	1016.95	1016.95	9	91.53	9	91.53	0	0.00
2	HDMI CABLE 2 MTRS HONEYWELL	85444299	1	500.00	423.73	423.73	9	38.14	9	38.14	0	0.00
3	LAPTOP ADAPTOR (COMP) 3322	84733099	2	700.00	593.22	1186.44	9	106.78	9	106.78	0	0.00
4	COMPUTER CABLE 18%	85444999	2	100.00	84.75	169.49	9	15.25	9	15.25	0	0.00
5	COMPUTER CABLE 18% 3 MTR	85444999	1	200.00	169.49	169.49	9	15.25	9	15.25	0	0.00
6	SWITCH 8 PORT DLINK	85176290	1	700.00	593.22	593.22	9	53.39	9	53.39	0	0.00
						3559.32						
	CGST				9.00	320.34						
	SGST				9.00	320.34						
	Grand Total:		8			**4200.00**						

INWARD
Inward No: 298 Dt: 14/10/25
MRN No: Dt:
Received By: Sajan Sign:
MODI PROPERTIES

Rupees Four Thousand Two Hundred Only.

Bank Details :
HDFC BANK PARADISE **A/C NO** : 50200010045314, **IFSC**: HDFC0000042

Terms & Condition :
1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to **HYDERABAD** jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.
9. No Warranty for Swollen or Bulged Battery

E.&O.E
For **SHWETA COMPUTERS**
SHWETA COMPUTERS SEC-BAD
Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM