Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	07-11-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	
From period	01-11-2025	To period	06-11-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SOV III	SOV III	Printer repairing charges site	1800	☐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			**1800**		

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 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

INVOICE

SC **SILICON COMPUTERS**

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

Date: 1/11/25
No.: 645

M/s. Silver Oak villas

Sl.No.	Description	Qty.	Rate	Total ₹	
1.	Teflon Sheet Pressure roller replacement charges	1		1800	00
	TOTAL			1800	00

Rupees in words: ______

for SILICON COMPUTERS