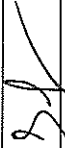


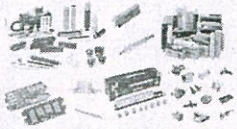
Weekly - Petty cash /expense card statement.

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.	MPSVC	MPSVC	Peripherals purchased	2500	☐ Y ☐ N	☐ Y ☐ N
2.	MPSVC	MPSVC	Printer repairing charges	2250	☐ 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			4750		

Amount to be credited by		☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:	
Approved by:	Div. Manager	Accountant	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 CONSUMBALES AND SPARES	Date	05/11/25
	CHAPPAL BAZAR , KACHIGUDA.	INVOICE NO	1825
Telephone No :	9246215868	UDYAM REGISTRATION NUMBER	UDYAM-TS-02-0006461
Buyer's Name :	M/S. MODI PROPERTIES PVT LTD- SERVICES,		
Address :	2ND FLOOR, 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			
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)	HP LASERJET1018 PRINTER POWER BOARD REPLACE & SERVICE CHARGES	01	2250.00	2250.00
	TOTAL			

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