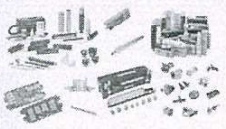
Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	14-11-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	
From period	07-11-2025	To period	13-11-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR	MHTR	Toner refilling	875	☐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			875		

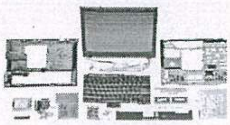
Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

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



V-IT CONSUMABLES AND SPARES

(A ONE STOP SOLUTION)



INVOICE/ CASH BILL

Sellers Name :	**M/S.V-IT CONSUMBALES AND SPARES**	Date	13/11/25
	CHAPPAL BAZAR , KACHIGUDA.	**INVOICE NO**	1839
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 PICKUP ASSY REPLACE/CARRAGE CABLES REPLACE/ HEAD REPAIR AND SERVICE (ASSET ID:FA0000009442)			
4)	LASER TONER BLADE 12A	01	100.00	100.00
5)	LASER TONER PCR			
6)	LASER TONER MAGNET			
7)	BROTHER 2365 PRINTER DRUM UNIT - NEW			
8)	HP Q2612A LASER TONER CARTRIDGE NEW- COMPATIBLE			
9)	HP 12A TONER DRUM CAP REPLACEMENT			
	TOTAL			875.00

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

SJ

INWARD

Inward No: 328	Dt: 13/11/25
MRN No:	Dt:
Received By:	Sign:

MODI PROPERTIES