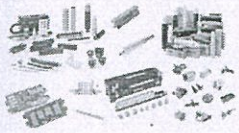


Weekly - Petty cash /expense card statement.

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.	GVRG	GVRG	Toner refilling	650	☐ 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			650			
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	13/11/25
	CHAPPAL BAZAR , KACHIGUDA.	INVOICE NO	1838
Telephone No :	9246215868	UDYAM REGISTRATION NUMBER	UDYAM-TS-02-0006461
Buyer's Name :	M/S. GV RESEARCH CENTRE PVT LTD ,		
Address :	SOHAM MANSION , MG ROAD, SECBAD		

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONER 12A	01	225.00	225.00
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				650.00

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

