

Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar		Statement date	21-11-2025 Card No.4629 5254 2716 5724	
Prepared by	K Suneel Kumar		Sign		
From period	14-11-2025		To period	20-11-2025	

SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	NSQ	NSQ	Printer repairing charges	1200	☐ 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			1200		

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



SILICON COMPUTERS

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

INVOICE

Date:

20/11/25

No.:

652

M/s.

N Square Lifesciences

Sl.No.	Description	Qty.	Rate	Total ₹
1.	EPSON Printer repairing Charges	1		1200-00
TOTAL				1200-00

Rupees in words: _____

 for SILICON COMPUTERS