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

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPSVC	MPSVC	Printer repairing charges	1200	☐Y ☐N	☐Y ☐N
2.	MPSVC	MPSVC	Printer repairing charges (Aruna)	1800	☐Y ☐N	☐Y ☐N
3.	MPSVC	MPSVC	HDD purchased	3300	☐Y ☐N	☐Y ☐N
4.	MPSVC	MPSVC	Peripherals Purchased	2700	☐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			**9000**		

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

Tax Invoice

Ace Business Solutions #NRSC Colony, Hydernagar, Hyderabad-500 082 GSTIN: 36ANLPK6297R1ZU State : Telangana. Ph: 8555004783	Invoice No. 20/25-26	Dated 21-11-2025
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date:	Other References
Buyer (Bill to) Modi Properties services 5-4-187/3&4, 2nd Floor Soham Mansion MG Road, Secunderabad-500 003 GSTIN: 36AABCM4761E1ZM	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination

Sl No.	Description of goods	HSN/SAC	Qty	Rate	per	Amount
1	500 GB SSD	85235100	1	2,796.61	18%	2,796.61
	CGST					251.69
	SGST					251.69
	Rounded off					0.00
						3,300.00

Amount (in words) Three Thousand Three Hundred only *E. & O.E*

	Taxable Value	Central Tax Rate	Central Tax Amt	State Tax Rate	State Tax Amt	Total Tax
Total	2,796.61	9%	251.69	9%	251.69	503.39

Company's Bank Details:
Bank Name: State Bank of India
IFSC CODE : SBIN0011665
Branch: Hydernagar

INWARD
Inward No: 342 Dt: 23/11/25
MRN No: Dt:
Received By: [signature] Sign:
MODI PROPERTIES

For Ace Business Solutions

ACE BUSINESS SOLUTIONS HYD'BAD

Receiver Signature

Authorised Signatory

Tax Invoice		
Ace Business Solutions #NRSC Colony, Hydernagar, Hyderabad-500 082 GSTIN: 36ANLPK6297R1ZU State : Telangana. Ph:-8555004783	Invoice No. 19/25-26	Dated 19-11-2025
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date:	Other References
Buyer (Bill to) Modi Properties services 5-4-187/3&4, 2nd Floor Soham Mansion MG Road, Secunderabad- 500 003 GSTIN: 36AABCM4761E1ZM	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination

Sl No.	Description of goods	HSN/SAC	Qty	Rate	per	Amount
1	Dell laptop adapter	85043100	1	1101.70	18%	1,101.70
2	Wireless range extender	84717030	1	1186.44	18%	1,186.44
	CGST					205.93
	SGST					205.93
	Rounded off					-0.01
						2,700.00

INWARD
Inward No: 343 Dt: 28/11/25
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

Amount (in words) Two Thousand Seven Hundred only *E. & O.E*

	Taxable Value	Central Tax Rate	Central Tax Amt	State Tax Rate	State Tax Amt	Total Tax
Total	2,288.14	9%	205.93	9%	205.93	411.87

Company's Bank Details:
Bank Name: State Bank of India
IFSC CODE : SBIN0011665
Branch: Hydernagar

For Ace Business Solutions

Authorised Signatory

Receiver Signature

INVOICE

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

Date: 18/11/25
No.: 653

M/s. modi Propertios services

Sl.No.	Description	Qty.	Rate	Total ₹
1.	canon 2900 Teflon sheet Pressure roller replacement charges	1		1800 00
	TOTAL			1800 00

Rupees in words:

for SILICON COMPUTERS

SC SILICON COMPUTERS

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

INVOICE

Date: 19/11/25

No.: 655

M/s. modi Properties Services

Sl.No.	Description	Qty.	Rate	Total ₹	
1.	Epson 2050 Printer repairing charges	1		1200	00
	TOTAL			1200	00

Rupees in words:

for SILICON COMPUTERS