

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	<i>SJ</i>			
From period		21-11-2025		To period	27-11-2025			
SI No	Debit to company	Debit to project	Description of expense			Amount	Bill enclosed	GST bill
1.	MPSVC	MPSVC	Printer repairing charges			1800	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
2.	MPSVC	MPSVC	Scanner Adapter purchased			3400	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
3.	MPSVC	MPSVC	Back panel replacement charges			3800	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
4.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
5.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
6.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
7.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
8.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
9.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
10.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
11.	Total					9000		
Amount to be credited by		<input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c. <input type="checkbox"/> Other:						
Approved by:		Div. Manager	Accountant	Accounts Manager			MD	
Sign:		<i>SJ</i>						
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

INVOICE

Sc SILICON COMPUTERS

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

Date: 24/11/25

No.: 660

M/s. Modi Properties Services

Sl.No.	Description	Qty.	Rate	Total ₹
1.	HP printer teflon sheet and pressure role replacement charge	1		1800 00
	TOTAL			1800 00

Rupees in words: _____

Gandhi
for SILICON COMPUTERS

Bill of Supply

ABHI TECHNO SOLUTIONS

PRINTER & COMPUTER PERIPHERAL SALES

#17-119/2/A, Near Thukramgate Police station, North Lalaguda, secunderabad, Telangana - 17

Cell: 9246244984

email: hpplotterservices@gmail.com

M/s: Modi Properties Serives Hyderabad		Bill No. 68 Date 24-11-2025			
S No	Description of Goods	HSN code	Qty	Rate	Amount
1	HP Screen panel		1	3800.00	3800.00
Grand Total					3800.00
Rupees: Three Thousand Eight Hundred Only					
Receivers Signature		for ABHI TECHNO SOLUTIONS  Authorised signatory			

Terms & Conditions: Goods Once sold will not be taken back

E.& O.E. Any dispute subject to Hyderabad Jurisdiction

CASH

BUYER DETAILS :

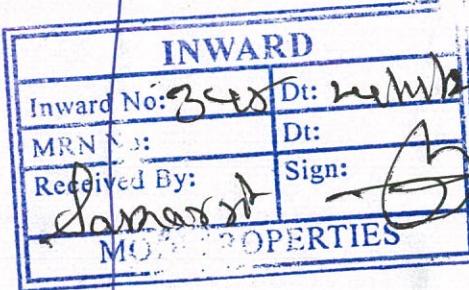
Mode properties Services

Invoice No. :

072

Date

S.No.	DESCRIPTION	Qty.	RATE
	DR-C 225 adaptor 230 V	02	1700/-



Rupees : *Three thousand four hundred* **TOTAL**

NEFT Details : **Vision Technologies**

A/c No. : 050511100005455

IFSC Code : UBIN0805050

A/c Type : Current

Bank : **UNION BANK**, Secunderabad Branch

For Vision Te



Terms and Conditions :

- ◆ Payment should be made 100% against delivery of
- ◆ Above said material Six Months Warranty
- ◆ Burning Cases, Rate byte cases not cover Under Warranty
- ◆ All disputes subject to Secunderabad Jurisdiction

Authorised :