Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	05-12-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	
From period	28-11-2025	To period	04-12-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SOV	SOV	SSD purchased	3750	☐Y ☐N	☐Y ☐N
2.	SOV	SOV	Laptop repairing charges (Ramesh)	3500	☐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			**7250**		

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. 22/25-26 Delivery Note Reference No. & Date:	Dated 29-11-2025 Mode/Terms of Payment Other References
Buyer (Bill to) Silver Oak Villas LLP 5-4-187/3&4, 2nd Floor Soham Mansion MG Road, Secunderabad- 500 003 GSTIN: 36ADBFS3288A2Z7	Buyer's Order No. Dispatch Doc No. Dispatched through	Dated Delivery Note Date Destination

Sl No.	Description of goods	HSN/SAC	Qty	Rate	per	Amount
1	WD480 SSD	84717090	1	3,177.97	18%	3,177.97
	CGST					286.02
	SGST					286.02
	Rounded off					0.00
						3,750.00

INWARD
Inward No: 357 Dt: 3/12/25
MRN No: Dt:
Received By: Samarpita Sign:
MODI PROPERTIES

Amount (in words) Three Thousand Seven Hundred Fifty only

E. & O.E

	Taxable Value	Central Tax Rate	Central Tax Amt	State Tax Rate	State Tax Amt	Total Tax
Total	3,177.97	9%	286.02	9%	286.02	572.03

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

Receiver Signature

For Ace Business Solutions

ACE BUSINESS SOLUTIONS HYD'BAD

Authorised Signatory

INVOICE

SC SILICON COMPUTERS

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

Date: 1/12/25

No.: 662

M/s. Silver Oak Villas

Sl.No.	Description	Qty.	Rate	Total ₹
1.	HP laptop motherboard repairing charges	1		3500 00
	TOTAL			3500 00

Rupees in words:

for SILICON COMPUTERS