

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.	AMTZ 4554	AMTZ 4554	Laptop repairing charges (Rani)	4500	☐ 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			4500			
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

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: hpplottersservices@gmail.com

M/s: AMTZ Medpolis Square 4554 Pvt Ltd
Hyderabad

Bill No. 75

Date 29-11-2025

S No	Description of Goods	HSN code	Qty	Rate	Amount
1	Acer Screen panel		1	3100.00	3100.00
2	Hinges		1 set	1400.00	1400.00
Grand Total					4500.00

Rupees: Four Thousand Five 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