

Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar		Statement date	11-12-2025 Card No.4629 5254 2716 5724		
Prepared by		K Suneel Kumar		Sign			
From period		05-12-2025		To period	11-12-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	SOV III	SOVIII	printer repairing charges Purshotham	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	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



SILICON COMPUTERS

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

INVOICE

Date:

2/12/25

No.:

004

M/s.

Silver Oak villa

Sl.No.	Description	Qty.	Rate	Total ₹
1-	Canon Pick-up roller replacement charges	1		1200
TOTAL				1200

Rupees in words: _____

Silver Oak
for **SILICON COMPUTERS**