Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	19-12-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	
From period	12-12-2025	To period	18-12-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR	MHTR	Toner refilling	875	☐Y ☐N	☐Y ☐N
2.	MHTR	MHTR	switch purchased	4350	☐Y ☐N	☐Y ☐N
3.	MHTR	MHTR	Printer repairing charges	1200	☐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			6425		

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:	Sd			
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

V-IT CONSUMABLES AND SPARES
(A ONE STOP SOLUTION)

INVOICE/ CASH BILL

Sellers Name :	**M/S.V-IT CONSUMBALES AND SPARES**	Date	13/12/25
	CHAPPAL BAZAR , KACHIGUDA.	**INVOICE NO**	1875
Telephone No :	**9246215868**	UDYAM REGISTRATION NUMBER **UDYAM-TS-02-0006461**	
Buyer's Name :	**M/S. MODI HOUSING - TRADING,**		
Address :	**SOHAM MANSION, MG ROAD, SECBAD.**		

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONER HP12A	02	225.00	450.00
2)	LASER TONER DRUM HP12A	01	325.00	325.00
3)	EPSON M205 PRINTER CONTROL PANEL REPAIR WITH BUTTONS			
4)	LASER TONER BLADE			
5)	LASER TONER PCR HP12A	01	100.00	100.00
6)	LASER TONER MAGNET			
7)	BT SCANNER BATTERIES - NEW			
8)	HP 88A LASER TONER CARTRIDGE NEW- COMPATIBLE			
9)	HP 12A LASER TONER CARTRIDGE NEW - COMPATIBLE			
	TOTAL			875.00

FOR M/S.VIT CONSUMABLES AND SPARES

V-IT CONSUMABLES SPARES

AUTHORISED SIGNATORY

D.NO:3-3-66/303 SAI SHIKARA HEIGHTS, CHAPPAL BAZAR, KACHIGUDA, HYDERABAD-500027 - CALL@9246215868

INWARD

Inward No: 376 Dt: 13/12/25

MRN No: Dt:

Received By: Samarjit Sign:

MODI PROPERTIES

Tax Invoice

Ace Business Solutions #NRSC Colony, Hydernagar, Hyderabad-500 082 GSTIN: 36ANLPK6297R1ZU State : Telangana. Ph:-8555004783	Invoice No. 26/25-26	Dated 12-12-2025
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date:	Other References
Buyer (Bill to) Modi Housing Trading 5-4-187/3&4, 2nd Floor Soham Mansion MG Road, Secunderabad-500 003 GSTIN: 36AADCM5906D2ZO	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	D Link 16port Giga Switch	85176290	1	3686.44	18%	3,686.44
	CGST					331.78
	SGST					331.78
	Rounded off					0.00
						4,350.00

Amount (in words):Three Thousand only

E. & O.E

	Taxable Value	Central Tax Rate	Central Tax Amt	State Tax Rate	State Tax Amt	Total Tax
Total	3,686.44	9%	331.78	9%	331.78	663.56

INWARD
Inward No: 383 Dt: 13/12/25
MRN No: Dt:
Received By: Sameer Sign:
MODI PROPERTIES

Receiver Signature

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

For Ace Business Solutions

ACE BUSINESS SOLUTIONS HYDERABAD

Authorised Signatory

INVOICE

SC SILICON COMPUTERS

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

Date: 16/12/25

No.: 668

M/s. Modi Housing Trading

Sl.No.	Description	Qty.	Rate	Total ₹	
1.	Epson 205 Printer repairing charges	1		1200	00
	TOTAL			1200	00

Rupees in words:

for SILICON COMPUTERS

Ganesh