Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar						
Prepared by	K Suneel Kumar		Statement date	02-01-2026 Card No.4629 5254 2716 5724			
From period	27-12-2025		Sign	Sɤ			
			To period	01-01-2026			

SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR	MHTR	Labels purchased		☐Y ☐N	☐Y ☐N
2.	MHTR	MHTR	Printer repairing	3776	☐Y ☐N	☐Y ☐N
3.				2200	☐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				☐Y ☐N	☐Y ☐N

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:	5976

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	S8			
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. 29/25-26		Dated 29-12-2025
	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	Plain Label - Tamper Proof (synthetic) 5000 Nos	39199010	1	3000.00	18%	3,000.00
2	Barcode ribbon - wax resin	96121090	1	200.00	18%	200.00
	CGST					288.00
	SGST					288.00
	Rounded off					0.00
						3,776.00

Amount (in words) Three Thousand Seven Hundred Seventy Six Only

E. & O.E

		Central Tax		State Tax		Total Tax Amount
	Taxable Value	Rate	Amt	Rate	Amt	
Total	3,200.00	9%	288.00	9%	288.00	576.00

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

For Ace Business Solutions

Receiver Signature

Authorised Signatory

SC SILICON COMPUTERS

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

INVOICE

Date: 27/12/25
No.: 671

M/s. Modi housing trading

Sl.No.	Description	Qty.	Rate	Total ₹
1.	Epson Printer repairing Charges	1		2200 00
	TOTAL			2200 00

Rupees in words:

for SILICON COMPUTERS