Weekly - Petty cash /expense card statement.

Name	P. Raghu.	Statement date	10/01/2026.
Prepared by	P. Raghu.	Sign	P. Raghu
From period	01/01/2026	To period	05/01/2026

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMTZ	AMTZ	Narsimha Hardware			
2.	4554.	4554.	Local purchasing of Lorry			
3.			Hinges. & MS Aldrop - 200mm	1,000/-		
4.						
5.	MHTR	MHTR	Click Tech Retail Pvt. Ltd			
6.			Purchasing of CEDO Samsung.			
7.			Tap flip cover	349/-		
8.						
9.						

Amount to be credited by	☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED 08 JAN 2026			
Date:	MINISH PARIKH			

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.

DEBIT VOUCHER

MHTR

Voucher No. ____________

A/c. ____________ Date : ____________

	Rs.	Ps.
Paid to Clicktech Retail Private Limited		
towards purchasing of CEDO Samsung Tap	349/-	
Flip cover.		
Rupees Three hundred forty nine Rupees.		
Only.		
Paid by Cheque/Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	349/-	

APPROVED
08 JAN 20[illegible]
MINISH PARIKH
MANAGER PRO

Prepared by

Approved by

Receiver's Signature

amazon.in

Tax Invoice/Bill of Supply/Cash Memo
(Original for Recipient)

Sold By :
CLICKTECH RETAIL PRIVATE LIMITED
*Parle Godowns, Laxmi Nagar, Habsiguda
HYDERABAD, TELANGANA, 500013
IN

PAN No:AAJCC9783E
GST Registration No:36AAJCC9783E1Z8
Dynamic QR Code:

Billing Address :
Praveen Busipaka
Plot no 19 street no 3 phase 4, Kanakadurga nagar , Chengicherla
HYDERABAD, TELANGANA, 500092
IN
State/UT Code:36

Shipping Address :
Praveen Busipaka
Praveen Busipaka
Plot no 19 street no 3 phase 4, Kanakadurga nagar , Chengicherla
HYDERABAD, TELANGANA, 500092
IN
State/UT Code:36
Place of supply:TELANGANA
Place of delivery:TELANGANA

Order Number:404-1759867-4233104
Order Date:03.01.2026

Invoice Number :FHYE-765159
Invoice Details :TG-FHYE-297683823-2526
Invoice Date :03.01.2026

Sl. No	Description	Unit Price	Qty	Net Amount	Tax Rate	Tax Type	Tax Amount	Total Amount
1	CEDO Samsung Tab A (8 inch) Flip Cover | Leather Finish | 360 Degree Rotate Back Cover | Shockproof Back Cover Case for Samsung Galaxy Tab A (8 inch) (2019) SM-T290 / SM-T295 (Black) | B099PXWSJK (B099PXWSJK) HSN:39269099	₹295.76	1	₹295.76	9%	CGST	₹26.62	₹349.00
					9%	SGST	₹26.62	
TOTAL:							**₹53.24**	**₹349.00**

Amount in Words:
Three Hundred Forty-nine only

For CLICKTECH RETAIL PRIVATE LIMITED:

Authorized Signatory

Whether tax is payable under reverse charge - No

INWARD
Inward No: 1422 Dt: 10/01/26
MRN No: Dt:
Received By: Sign:
MHPL-GV

*ASSPL-Amazon Seller Services Pvt. Ltd., ARIPL-Amazon Retail India Pvt. Ltd. (only where Amazon Retail India Pvt. Ltd. fulfillment center is co-located)

Customers desirous of availing input GST credit are requested to create a Business account and purchase on Amazon.in/business from Business eligible offers

Please note that this invoice is not a demand for payment

DEBIT VOUCHER

AMTZ 4554 Pvt. Ltd.

Voucher No. ______

A/c. ______ Date : 05/01/2026

	Rs.	Ps.
Paid to Narsimha Hardware		
towards Local purchasing of Lorry Hinges & Ms Aldrop -200mm Vide Req no:- 20251227011 Req no:- 20251227017.	1,000/-	
Rupees One thousand Rupees Only.		
Paid by Cheque / Cash — Cheque No. ___ Dated ___ Drawn on Bank ___	1,000/-	

APPROVED

MINISH PARIKH
MANAGER PRO

Prepared by

Approved by

Receiver's Signature

NARASIMHA HARDWARE

MAIN ROAD, CHENGICHERLA, HYD-500092

AMTZ 4554 Pvt Ltd

Date:- 05/01/26

S.No.	PARTICULARS	QTY.	Pc.Rs.	RS.
1)	MS Aldrop. --200mm	2 No's.	160/-	320/-
2)	Lorry Hinges. 200mm	08 No's.	85/-	680/-
	Total			1,000/-

SIGNATURE

Requisition Form

Company Name	AMTZ Medpolis Square 4554 Pvt Ltd	Date	27 Dec 2025
Site Or Phase	AMTZ 4554 Pvt Ltd	Time	04:21:09
For Use In Flat/Villa/Other	Lab space	Req.No.	20251227017
Material required before date			

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	HARD1880-Hardware-MS Lorry Hinges--200mm-Nos.	4.00	0	4.00	77.00		
Add Spec	fixing hinges - 6" → Local purchase						

PO Num	Date	Type	Status
20251227019	27 Dec 2025	PO	Open PO

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Devi		27 Dec 2025 04:09:04 pm
2	Const-Data Entry Operator	Devi		27 Dec 2025 04:21:09 pm
3	Const-Mgr	Salman	System Generated:This Requisition Has Been Approved	27 Dec 2025 04:43:38 pm

Prepared By :- Devi

Sign:-

Date :- 27 Dec 2025

Approved By:-

Sign:-

Date:-

Note: On receipt of material at site write inward number and date in last two columns