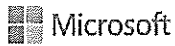


Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar		Statement date	16-01-2026 Card No.4629 5254 2716 5724		
Prepared by	K Suneel Kumar		Sign			
From period	09-01-2026		To period	15-01-2026		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed ☐ Y ☐ N	GST bill ☐ Y ☐ N
1.	MPSVC	MPSVC	Microsoft subscription for 1 yr	6199	☐ Y ☐ N	☐ Y ☐ N
2.	MPSVC	MPSVC	Printer repairing charges	1800	☐ 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			7999	☐ Y ☐ N	☐ Y ☐ N
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.



Invoice

For questions, go to support.microsoft.com and choose your product for support.

Invoice No: MRI25SG202308274

Date: 18/01/2026

Sold To:

Suneel Kumar
5-4-187/3&4
M G Rd
Hyderabad
telangana
500003
India

GSTIN:

Item	HSN	Qty	Unit Price	Sub Total	
Microsoft 365 Family	997331	1.0	5,253.39	5,253.39	
	Integrated Tax		Tax Rate	18.00%	Tax Amount
					945.61
				Total Amount (INR)	6,199.00

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Document certified by Microsoft Regional Sales Pte Ltd.

Digitally signed by Microsoft Regional Sales on
Sunday, January 18, 2026

Microsoft

1/1

INVOICE



SILICON COMPUTERS

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

Date: 12/1/2016

No.: 677

M/s. modi Properties services

Sl.No.	Description	Qty.	Rate	Total ₹
1	Canon 2900 Printer Teflon sheet and Pressure roller replacement Chargy	1		1800 00
	TOTAL			1800 00

Rupees in words: _____

[Signature]
for SILICON COMPUTERS