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	GST bill
1.	SOV	SOV	Printer repairing charges	2100	☐Y ☐N	☐Y ☐N
2.	SOV	SOV	Tab screen replacement charges	2500	☐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			**4600**		

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 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

INVOICE

SILICON COMPUTERS

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

Date: 12/1/26

No.: 676

M/s. Modi Housing Sbr

Sl.No.	Description	Qty.	Rate	Total ₹
1.	Printer EPSon 205 ~~Printer~~ repairing charges			2100
	TOTAL			2100

Rupees in words:

for SILICON COMPUTERS

DEBIT VOUCHER

Modi Hasin SOV

Voucher No. ______

A/c. ______ Date : 12/1/26

	Rs.	Ps.
Paid to sai ~~co~~ communications		
towards Tab screen replacement charges	2500	-
Rupees Two Thousand five Hundred only		
Paid by Cheque / Cash — Cheque No. ___ Dated ___ Drawn on Bank ___	2500	-

Prepared by

Approved by

Receiver's Signature