

Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar		Statement date		30-01-2026 Card No.4629 5254 2716 5724	
Prepared by		K Suneel Kumar		Sign			
From period		23-01-2026		To period		29-01-2026	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR	MHTR	Adapter purchased	1700	☐ Y ☐ N	☐ Y ☐ N
2.					☐ 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			1700		

Amount to be credited by		☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:	
Approved by:	Div. Manager	Accountant	Accounts Manager
Sign:			MD
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

Bill of Supply

ABHI TECHNO SOLUTIONS

PRINTER & COMPUTER PERIPHERAL SALES

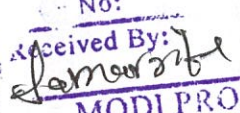
#17-119/2/A, Near Thukramgate Police station, North Lalaguda, secunderabad, Telangana - 17

Cell: 9246244984

email: hpplottersservices@gmail.com

M/s: Modi Housing Trading
Hyderabad

Bill No. 116
Date 28-01-2026

S No	Description of Goods	HSN code	Qty	Rate	Amount
1	Canon scanner adaptor compatable		1	1,700.00	1,700.00
INWARD ward No: 411 Dt: 29/1/26 No: Received By:  MODI PROPERTIES					
Grand Total					1,700.00

Rupees: One Thousand Seven Hundred Only

Receivers Signature

for ABHI TECHNO SOLUTIONS


Authorised signatory

Terms & Conditions: Goods Once sold will not be taken back

E.& O.E. Any dispute subject to Hyderabad Jurisdiction