

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.	MPSVC	MPSVC	Small office security purchased	3500	☐ Y ☐ N	☐ Y ☐ N
2.	MPSVC	MPSVC	Scanner repairing charges	3700	☐ 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			7200		
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

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 Properties Services
Hyderabad

Bill No. 108
Date 24-01-2026

S No	Description of Goods	HSN code	Qty	Rate	Amount
1	Canon scanner Repairing charges		1	3,700.00	3,700.00
Grand Total					3,700.00

Rupees: Three Thousand Seven Hundred Only

Receivers Signature

for ABHI TECHNO SOLUTIONS

M. Gayane
Authorised signatory

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

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

Tax Invoice						
Ace Business Solutions #NRSC Colony, Hydernagar, Hyderabad-500 082 GSTIN: 36ANLPK6297R1ZU State : Telangana. Ph:-8555004783		Invoice No.		Dated		
		33/25-26		28-01-2026		
		Delivery Note		Mode/Terms of Payment		
			Reference No. & Date:		Other References	
Buyer (Bill to) Modi Properties (Services) 5-4-187/3&4, 2nd Floor Solham Mansion MG Road, Secunderabad- 500 003 GSTIN: 36AABCM4761E1ZM		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	Small Office Security Kaspersky	85238020	1	2966.10	18%	2,966.10
	CGST					266.95
	SGST					266.95
	Rounded off					0.00
						3,500.00
Amount (in words) Three Thousand Five Hundred Only						E. & O.E
Taxable Value		Central Tax		State Tax		Total Tax Amount
		Rate	Amt	Rate	Amt	
Total	2,966.10	9%	266.95	9%	266.95	533.90
		Company's Bank Details:				
		Bank Name: State Bank of India				
		IFSC CODE : SBIN0011665				
		Branch: Hydernagar				
		For Ace Business Solutions				
Receiver Signature		Authorised Signatory				

Authorised Signatory