Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	06-02-2026 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	Sf
From period	30-01-2026	To period	05-02-2026

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPSVC	MPSVC	Toner refilling charges	2350	☐Y ☐N	☐Y ☐N
2.	MPSVC	MPSVC	printer repairing charges	1900	☐Y ☐N	☐Y ☐N
3.	MPSVC	MPSVC	switch repairing charges	800	☐Y ☐N	☐Y ☐N
4.	MPSVC	MPSVC	Bank charges	283	☐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			5333		

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:	Sf			
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

V-IT CONSUMABLES AND SPARES
(A ONE STOP SOLUTION)

INVOICE/ CASH BILL

Sellers Name :	**M/S.V-IT CONSUMBALES AND SPARES**	Date	03/02/26
	CHAPPAL BAZAR , KACHIGUDA.	**INVOICE NO**	1934
Telephone No :	**9246215868**	UDYAM REGISTRATION NUMBER **UDYAM-TS-02-0006461**	
Buyer's Name :	**M/S. MODI PROPERTIES PVT LTD- SERVICES,**		
Address :	**SOHAM MANSION, MG RD , SECBAD.**		

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONER 12A	09	225.00	2025.00
	88A	01	225.00	225.00
2)	LASER TONER DRUM			
3)	EPSON M205 PRINTER HEAD REPLACEMENT AND GENERAL SERVICE / CCD SCANNER REPLACE (ASSET ID: FA0000007179)			
4)	LASER TONER BLADE 12A	01	100.0	100.00
5)	LASER TONER PCR			
6)	LASER TONER MAGNET			
7)	TVSE MSP250 RIBBON CARTRIDGES (FX-80) NEW			
8)	HP MFP128FN DW LASER PRINTER FUSER UNIT REPLACE			
9)	HP 1008/1136/1188 LASER PRINTER PAPER JAM PATH CLEAR CHARGES			
10)	HP C388A LASER TONER CARTRIDGE NEW			
		TOTAL		2350.00

INWARD 423 D: 3/2/26

FOR M/S.VIT CONSUMABLES AND SPARES

AUTHORISED SIGNATORY

V-IT CONSUMABLES AND SPARES

(A ONE STOP SOLUTION)

INVOICE/ CASH BILL

Sellers Name :	**M/S.V-IT CONSUMBALES AND SPARES**	Date	04/02/26
	CHAPPAL BAZAR , KACHIGUDA.	**INVOICE NO**	1942
Telephone No :	**9246215868**	UDYAM REGISTRATION NUMBER **UDYAM-TS-02-0006461**	

Buyer's Name :	**M/S. MODI PROPERTIES PVT LTD- SERVICES,**
Address :	**SOHAM MANSION, MG ROAD , SECBAD.**

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONER			
2)	LASER TONER DRUM			
3)	EPSON M205 PRINTER HEAD REPLACEMENT & GENERAL SERVICE			
4)	LASER TONER BLADE C			
5)	LASER TONER PCR / HP 88ATONER CHIP			
6)	LASER TONER MAGNET			
7)	TVSE MSP250 RIBBON CARTRIDGES (FX-80) NEW			
8)	HP MFP128FN DW LASER PRINTER FUSER UNIT REPLACE			
9)	CANON PRINTER REPAIRING CHARGES	01	1950.00	1950.00
10)	HP C388A LASER TONER CARTRIDGE NEW			
	TOTAL			1950.00

FOR M/S.VIT CONSUMABLES AND SPARES

AUTHORISED SIGNATORY

D.NO:3-3-66/303 SAI SHIKARA HEIGHTS, CHAPPAL BAZAR, KACHIGUDA, HYDERABAD-500027 - CALL@9246215868

INVOICE

SC SILICON COMPUTERS

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

Date: 4/2/26

No.: 678

M/s. Modi Properties Services

Sl.No.	Description	Qty.	Rate	Total ₹
1.	~~Caaa~~ Switch repairing charge	1		800 00
	TOTAL			800 00

Rupees in words: ____________

for SILICON COMPUTERS.

DEBIT VOUCHER

Modi Properties Services

Voucher No. ______

A/c. ______ Date : 6/2/26

	Rs.	Ps.
Paid to Bank charges		
towards Bank charges for Mon of Jan'26	283.	20
Rupees Two Hundred Three only		
Paid by Cheque / Cash — Cheque No. ______ Dated ______ Drawn on Bank ______	283	20

Prepared by

Approved by

Receiver's Signature