

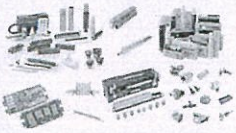
Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar		Statement date	06-02-2026 Card No.4629 5254 2716 5724		
Prepared by		K Suneel Kumar		Sign			
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.	GVRG	GVRG	Toner refilling charges	875	☐ 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			875		

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.



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	1938
Telephone No :	9246215868	UDYAM REGISTRATION NUMBER UDYAM-TS-02-0006461	
Buyer's Name :	M/S. GV RESEARCH CENTRES PVT LTD,		
Address :	SOHAM MANSION, MG RD , SECBAD.		

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONER 12A	02	225.00	450.00
2)	LASER TONER DRUM 12A	01	325.00	325.00
3)	EPSON M205 PRINTER HEAD REPLACEMENT AND GENERAL SERVICE / CCD SCANNER REPLACE (ASSET ID: FA0000007179)			
4)	LASER TONER BLADE 12A	01	100.00	100.00
5)	LASER TONER PCR			
6)	LASER TONER MAGNET			
7)	TVSE MSP250 RIBBON CARTRIDGES (FX-80)			
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				875.00

INWARD	
Inward No: 919	Dt: 3/2/26
MRN No:	Dt:
Received By: [Signature]	Sign: [Signature]
MOD: [Signature] JES	

TOTAL 875.00
FOR M/S.VIT CONSUMABLES AND SPARES
AUTHORISED SIGNATORY

SL