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.	GVRC	GVRC	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:	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**	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) 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			875.00

INWARD
Inward No: 919 Dt: 3/2/26
MRN No: Dt:
Received By: Sign:
MODI... IES

FOR M/S.VIT CONSUMABLES AND SPARES

AUTHORISED SIGNATORY

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