SSLLP Common Expenses
5-4-187/3 & 4, M G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/10215** Dated : **19-Sep-2020**

Particulars		Debit	Credit
OIE-Repairs & Maintenance-Equipment	*Dr*	**9,463.00**	
To ECARD-SSLLP COMEXP SUNEEL K			**9,463.00**
On Account of : Being amt cr to Suneel kumar expenses card towards Laptop battery purchased and repairing charges of MPPL 1700 & SSLLP 4800 and Cloth covers for printers 2963			
		₹ 9,463.00	**₹ 9,463.00**

Prepared by: rajkumar.n Approved by

Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	18-09-2020
Prepared by	K Suneel Kumar	Sign	S
From period	11-09-2020	To period	17-09-2020

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SSLLP	MPPL	Laptop Battery purchased (Kanaka rao sir)	1700	☑Y ☐N	☐Y ☑N
2.	SSLLP	SSLLP	Laptop repairing charges (Vineela)	4800	☑Y ☐N	☐Y ☑N
3.	SSLLP	SSLLP	Cloth covers for printer (1454+1509)	2963	☑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			**9463**		

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:	Sn			
Date:				

APPROVED BY
17 SEP 2020
M. JAYA PRAKASH
Manager Accounts

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and sent 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 payments. 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

INVOICE

Cell : 9618413067

24 MANTRA TECHNOLOGIES

1-9-19/153, Opp. Kartik Apartments, Ramnagar, HYDERABAD - 20.

No. 581

Date : 17/09/20

Name Summit Sales LLp

S.No.	DESCRIPTION	QTY.	RATE	TOTAL
1)	Acer Laptop Bottom Body and Board Repair	1	4800	4800/-
			TOTAL	4800/-

Goods once sold will not be taken back.

Bhavanth

For : 24 MANTRA TECHNOLOGIES

INVOICE

SC SILICON COMPUTERS

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

Date: 07/9/20
No.: 272

M/s. Summit Sales LLP

Sl.No.	Description	Qty.	Rate	Total ₹	
1	Hp Probook battery	1		1700	00
	TOTAL			1700	00

INWARD
Inward No: 470 Dt: 08/09/20
MRN No: Dt:
Received By: Samarth Sign:
MODI PROPERTIES

Rupees in words:

for SILICON COMPUTERS

OM SRI SAINATH Tailors

1) Polyester cloth		18.3 Mtrs	658:80
12	No's	12/18	600:00
China	Silk	2 Mtrs	136:00
1 No's		14/20	60:00
			1454:00

APPROVED BY
28 AUG 2020
G. JAI KUMAR
MANAGER-H.R. & ADMIN

OM. Shree SAI NATH Tailors

cloth	23.6.	849=60
Big size	3 Nos	360=00
Small	6 Nos	300=00
		1,509=00

for printing

APPROVED BY
03 SEP 2020
G. JAI KUMAR
MANAGER-H.R. & ADMIN

SSLLP Common Expenses
5-4-187/3 & 4, M G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/10216** Dated : **21-Sep-2020**

Particulars		Debit	Credit
OTHLOAN- TDS Receivable 20 - 21	*Dr*	**1,149.00**	
To Modi Realty Genome Valley LLP			**1,149.00**
On Account of : Being Tds receivable from MRGVLLP towards against Bill No: - 10091			
		₹ 1,149.00	**₹ 1,149.00**

Prepared by: rajkumar n Approved by

SSLLP Common Expenses
5-4-187/3 & 4, M G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/10217** Dated : **21-Sep-2020**

Particulars		Debit	Credit
OTHLOAN- TDS Receivable 20 - 21	*Dr*	**3,829.00**	
To Mayflower Platinum			**3,829.00**
On Account of : Being Tds receivable from MRGVLLP towards against Bill No: - 10082.			
		₹ 3,829.00	**₹ 3,829.00**

Prepared by: rajkumar n

Approved by

SSLLP Common Expenses
5-4-187/3 & 4, M G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/10218** Dated : **21-Sep-2020**

Particulars		Debit	Credit
OTHLOAN- TDS Receivable 20 - 21	*Dr*	**90.00**	
To Matrix Real Estates Consultants LLP			**90.00**
On Account of : Being TDS Receivable from Matrix Real Estates Consultants against Bill No:- 10064.			
		₹ 90.00	**₹ 90.00**

Prepared by: rajkumar.n Approved by

SSLLP Common Expenses
5-4-187/3 & 4, M G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/1020019.** Dated : **25-Sep-2020**

Particulars		Debit	Credit
PROMOUD-Outdoor Media	*Dr*	**34,500.00**	
To TDS-1.5% Contract			**518.00**
To DEB - Julien Innovations India Pvt Ltd			**33,982.00**
On Account of : Being amount credited to Julien Innovations India Pvt Ltd towards Virtual Sales Agent Subscription amount for 3months, starting 25th Feb and reporting. against Bill NO:- Ind01/2020 /#9006 dt:- 25.08.2020.			
		₹ 34,500.00	**₹ 34,500.00**

Prepared by: rajkumar.p

Approved by

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/9/20	Prepared by:	Y. MURALI
PO/WO no.	70327	PO / WO Date.	10/9/20
Supplier Name	JUHEN INNOVATIONS	PO/WO amount	34500
Firm/Company	SUMMIT SALE LLP	Project	SUMMIT SALE LLP
Sl. No.	Bill No.	Bill Date	Bill amount ALL Projects
1.	9006	25/08/20	34,500
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	9006	25/08/2020	82960	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :_	
Amount C –Other Debits :_	
Amount D (D=A+B-C) – Amount to be credited to the supplier:	34500
Amount E – PO / WO value:	34,500
Amount F – Difference (A – E):	

Quantity received as per PO /WO	□ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	□ Yes □ No (explained below)
Excess / short material received	□ Approved – within acceptable limits □ No (explained below)
Close PO / W?O	□ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs._____/- ☑ No
Payment – due date	14/9/20
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Y. MURALI	[signature]		APPROVED BY 16 SEP 2020 SOHAM MODI MANAGING DIRECTOR	[signature]	APPROVED BY 03 OCT 2020 M. JAYA PRAKASH Sr. Manager Accounts	[signature]
Date	10/9/20	10/9			18/9/2020		

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

JULIEN INNOVATIONS INDIA PVT LTD

Tax Invoice

Original for Recipient

Customer	Invoice	Billing Office
Summit Sales LLP 5-4-187/3&4, II Floor, M G Road, Secunderabad -500003	Invoice No: Ind01/2020/ # 9006 Invoice Date: 25th Aug 2020	Julien Innovations India Pvt Ltd, 16-1006, My Home Vihanga, Gachibowli, Hyderabad - 500032

S. No	Service & Description	Start Date	End Date	Amount in INR
01	Virtual Sales Agent subscription amount for 3 months, starting 25th Feb 2020 and reporting	25th Aug 2020	24th Nov 2020	34,500/-
			Net Total Amount Due	34,500/-
			Add GST	NIL
			Total Payable	34,500/-
Total in words: Thirty four thousand and five hundred Indian rupees only				

Julien Innovations India Pvt Ltd

Authorized signatory

Biller Details

CIN	U72900TG2015PTC099942
PAN NO	AADCJ5447N
Payment Information	All cheques to be drawn in favor of Julien Innovations India Pvt ltd
	Electronic payments at A/c No: 918020041537091 IFSC Code: UTIB0000538 Bank: Axis Bank, Chandanagar, Hyderabad.

Requisition Form

70327

Company Name:	SUMMIT SALES LLP	Date:	07.09.2020
Site & Phase :	H.O	Time:	12:41 PM
Supplier	JULLIEN INNOVATIONS INDIA PVT. LTD.	Req. No.	166133
Material required before date:		ID No.	59775

No	Description	Size	Quantity	Units	Inward No	Date
1	Virtual Sales Agent subscription amount for 3 months, starting 25th Aug to 24th Nov 2020					
2	Live Chat 24/7					
3						
4						
5						
6						
7						

Remarks:

Prepared By	Rohith	Approved by	
Sign.& Date		Sign. & Date	

APPROVED BY
09 SEP 2020
SOHAM MODI
MANAGING DIRECTOR

Note: On receipt of material at site write inward number and date in last 2 columns.

Release Order

 10-09-2020 17:27:03

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

70327
08.09.20 12:18:45

Supplier Details			
Julien Innovations India Pvt Ltd	**Doc No**	70327	166133
16-1006, My He Vihnga, Gachibowli, HYD - 32	**Doc Date**	10-09-2020	
	Quote No		
GSTIN 0	**Quote Date**	10-09-2020	
	SupplyType	Supply	

Kind Attn : Vamsi

Release Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	2502 - Ads and Printing - Display - Others - nos *Website 24 x 7 Live Chat expenses fro 25th Agust to 24th Nov 2020*	1.00	34,500.00	0.00	0.00	34,500.00
					Total Order Value . . .	**34,500.00**

Rupees : Thirty Four Thousand Five Hundred Only.

Terms and Conditions :-

Specification /	Website 24 x 7 live chat expenses from 25th August to 24th Nov 2020
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	25-08-2020 to 24-11-2020
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	24-11-2020
Measurment	NA
Security	.
Remarks	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : _____

Contact - -

Accepted the above Terms And Conditions

For ***Julien Innovations India Pvt Ltd***

Name : _____

Date : __/__/____

SSLLP Common Expenses
5-4-187/3 & 4, M.G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

10220

No. : **JOU/10220** Dated : **25-Sep-2020**

Particulars		Debit	Credit
Sundry Purchases-URD	*Dr*	**45.00**	
OIE- Office Expenses	*Dr*	**493.00**	
OE-Communication Services	*Dr*	**11,318.00**	
To ECARD - SSLLPCOMPEXP SHANKAR D			**11,856.00**
On Account of : Being amt cr to Shanker expenses card towards purchase of water bottles; Pen stands and A4 papers bundles cutting and TATA Bill payment of Ac No:- 100044820 ph no:- 040 - 66322491; 492; 66335551 & 5552.			
		₹ 11,856.00	**₹ 11,856.00**

Prepared by: rajkumar.n Approved by

Weekly - Petty cash /expense card statement.

Name	D. Shiva Shankar	Statement date	25/09/2020
Prepared by	D. Shiva Shankar	Sign	Shx
From period	25/09/2020	To period	25/09/2020

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SSLLP COMMON EXPENSES		GURU'S PEN CENTRE	45	☑Y ☐N	☐Y ☑N
2.	SSLLP COMMON EXPENSES		SPENCER'S RETAIL LTD	57.50	☑Y ☐N	☐Y ☐N
3.	SSLLP COMMON EXPENSES		Ganesh water supply & coolding	336	☑Y ☐N	☐Y ☑N
4.	SSLLP COMMON EXPENSES		TATA DOCOMO BILL PAYMENT	113/8	☑Y ☐N	☐Y ☑N
5.	SSLLP COMMON EXPENSES		Sai Binding works	100	☐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.	Total			11857/-		

Amount to be credited by	☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED BY	RD	APPROVED BY	APPROVED BY
Date:	25 SEP 2020	25/9	25 SEP 2020	26 SEP 2020
	G. JAYKUMAR MANAGER H.R. & ADMIN		A. SAMBA SIVA RAO	SOHAM MODI MANAGING DIRECTOR

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 1 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

DEB'T VOUCHER

SUMMIT SALES LLP COMMON EXPENSES
Soham Mansion, 5-4-187/3, And 4,
3rd Floor, M.G. Road,
SECUNDERABAD-500 003.

Voucher No. _____

A/c. _____ Date : 25/09/2020

	Rs.	Ps.
Paid to GURU'S PEN CENTRE		
towards Purchasing of PVC Files 3 nos	45	00
Rupees forty five rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	45	00

Prepared by

APPROVED BY
25 SEP 2020
Approved by
G. JAI KUMAR
MANAGER-H.R. & ADMIN

Receiver's Signature

TAX INVOICE

Cell: 9246103763 Shop: 27819990

GURU'S PEN CENTRE

WHOLSALE & RETAILERS

1-5-98, General Bazar, Secunderabad-500 003. (T.S.)
B.O. : 1-6-226/1, Khandoji Bazar, Secunderabad-500 003. (T.S.)
E-mail : nareshvatnani22@gmail.com

No. 12865 Date: 24/9/20

M/s. MPR

Party GSTIN No.

S No	Qty.	PARTICULARS	GST%	RATE	Amount Rs. Ps.
			TOTAL		

INWARD
Inward No: 509 Dt: 24/09/20
MRN No: Dt:
Received By: Samarth Sign:
MODI PROPERTIES

GSTIN No. 36ADEPV9558K1ZN

For GURU'S PEN CENTRE

D IT VOUCHER

SUMMIT SALES LLP COMMON EXPENSES
Soham Mansion, 5-4-187/3, And 4,
3rd Floor, M.G. Road,
SECUNDERABAD-500 003.

Voucher No. _____

A/c. _____ Date : 28/09/2020

		Rs.	Ps.
Paid to	Spencer's Retail Ltd		
towards	Purchasing of Bakery AAA	57.50	00
Rupees	fifty seven Rupees only		
Paid by Cheque / Cash ✓	Cheque No. ____ Dated ____ Drawn on Bank ____	57.50	00

APPROVED BY
25 SEP 2020
GAJAI KUMAR
MANAGER-H.R. & ADMIN

Prepared by

Approved by

Receiver's Signature

TAX INVOICE

Spencer's Retail Ltd.

(Formerly known as KF SS Retail Limited)

Regd.Off.: Duncan House,

31, Netaji Subhas Road,

Kolkata-700 001, West Bengal

CIN L74999WB2017PLC219355

Musheerabad

27, MAKARAM ROAD

MUSHEERABAD, HYDERABAD

09:00 AM - 10.00 PM

HYDERABAD 500020

040-27605

Langer House

GST Number 36AAECS

Customer Care: 1800-103-

Website: www.spencers.in

Customer Care 18001030134 SMS: 9731

JAM Loyalty Card No. : [illegible]

Mobile No. : [illegible]

Name : D SHIVA SHANKAR

Bill No. : 4 Tax Inv.No. : [illegible]/74/27305

Date : 21/08/20 Time : 02:37 AM

Shift : 2 Cashier : 10042440

Item Name / Qty / MRP(RS) / Disc(RS) / Amount(Rs) (Incl GST) / HSN/SAC / UOM / CGST% / SGST%
DURACELL CR AAA 6BL
Sl. NO: 1
1 1 252.00 0.01 251.99
8506 PC 9 9
PANASONIC GOLD AAA (PACK OF10)
Sl. NO: 5
2 1 160.00 35.00 125.00
8506 PC 9 9
TOTAL
2 1000 35.01 376.99
Rounded Off Amount (+/-) : 0.01
Net Payable : 377.00

PAYMENT SUMMARY(Rs)

Cash :	500.00
TOTAL :	377.00
Amount Repaid :	123.00

GST BREAKUP

GST	Value	Tax Amount
CGST	376.99	28.75
SGST	376.99	28.75
TOTAL GST		57.50

Tax is Payable Under Reverse Charge

YOU SAVED RS.35 TODAY

Only packed items will be exchanged within 7 days. Please keep this bill handy.
Electronic items can be replaced only within 10 days.
Garments can be exchanged within 7 days.
Items once sold cannot be taken back.
GST is included in the price.
Taxes shown separately are mandated by GST regulations.
Thank you! Visit again

Now you can shop online too!
www.spencers.in | iOS | Android

For Phone Ordering Call 7604064731

Signature

GET 20% OFF IN FASHION ON RS.499*T&C

DEBIT VOUCHER

SUMMIT SALES LLP COMMON EXPENSES
Soham Mansion, 5-4-187/3, And 4,
3rd Floor, M.G. Road,
SECUNDERABAD-500 003.

Voucher No. _____

A/c. _____ Date : 25/09/2020

	Rs.	Ps.
Paid to Ganesh water supply & cool drinks		
towards Purchasing of Drinking water for	336	00
M.D. Sir & Patients		
Rupees Three Hundred Thirty Six Rupees		
only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	336	00

APPROVED BY
25 SEP 2020
P. SUNDAR
MANAGER-H.R. & ADMIN

Prepared by

Approved by

Receiver's Signature

TAX INVOICE

WATER SUPPLY & COOL DRINKS

3-1-241, Somasundaram Street, Near Manju Theatre,
Secunderabad-500 003. Telangana.
Cell : 9290588807, 9246538874

For GANESH WATER SUPPLY & COOL DRINKS
PROPRIETOR

No.: 162

Date: 28/09/2020

M/s. SBH Common Facilities

S.No.	PARTICULARS	Qty.	RATE	AMOUNT Rs.	P.
1	1 Case water bottles	48	7	336	00
				336	00

INWARD
Inward No: 510 Dt: 25/09/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

Rupees in words :

TOTAL

TIN No. 36575436865

For GANESH WATER SUPPLY & COOL DRINKS

Authorised Signature

DEBIT VOUCHER

SUMMIT SALES LLP COMMON EXPENSES
Soham Mansion, 5-4-187/3, And 4,
3rd Floor, M.G. Road,
SECUNDERABAD-500 003.

Voucher No. _____

A/c. _____ Date : 25/09/2020

		Rs.	Ps.
Paid to	TATA BILL (TATA DOCOMO LandLine)		
towards	TATA BILL Payment of (CDMA)	11318	00
040 66335551 TID No:- N200923181419 4618			
974868			
Rupees	Eleven Thousand Three Hundered		
Eighteen Rupees only			
Paid by Cheque / Cash ✓	Cheque No. / Dated / Drawn on Bank	11318	00

APPROVED BY
25 SEP 2020
G. JAI KUMAR
MANAGER-H.R. & ADMIN

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

SUMMIT SALES LLP COMMON EXPENSES
Soham Mansion, 5-4-187/3, And 4,
3rd Floor, M.G. Road,
SECUNDERABAD-500 003.

Voucher No. _____

A/c. _____ Date : 25/09/2020

	Rs.	Ps.
Paid to Sai binding working		
towards An Paper Bundle cutting purpouse	100	00
for TALLY use		
Rupees one Hundered Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	100	00

APPROVED BY
25 SEP 2020
G. RAJ KUMAR
MANAGER-H.R. & ADMIN

Prepared by

Approved by

Receiver's Signature

SSLLP Common Expenses
5-4-187/3 & 4, M G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/1022** Dated : **25-Sep-2020**

Particulars		Debit	Credit
OIE-Repairs & Maintenance-Equipment	*Dr*	**9,500.00**	
To ECARD-SSLLP COMEXP SUNEEL K			**9,500.00**
On Account of : Being amt cr to Suneel expenes card towards Laptop battery; keyboar; Adapters and repairing charges. (MPPL 1500; NE 1500; SSLLP 1000; ESR 1000 & MGA 4500)			
		₹ 9,500.00	**₹ 9,500.00**

Prepared by: rajkumar.n Approved by

Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	25-09-2020
Prepared by	K Suneel Kumar	Sign	
From period	17-09-2020	To period	24-09-2020

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SSLLP	MPPL	Laptop Battery purchased (Jaikumar)	1500	☑Y ☐N	☐Y ☑N
2.	SSLLP	NE	Laptop Keyboard (lavanya)	1500	☑Y ☐N	☐Y ☑N
3.	SSLLP	SSLLP	Laptop Adapter purchased (Lateef)	1000	☑Y ☐N	☐Y ☑N
4.	SSLLP	ESR	Laptop Adapter purchased (Lateef)	1000	☑Y ☐N	☐Y ☑N
5.	SSLLP	MGA	Laptop repairing charges (site)	4500	☑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			**9500**		

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:		25/9/20		

APPROVED BY
25 SEP 2020
M. JAYA PRAKASH
Manager Accounts

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 over 10,000/- per week

INVOICE

Cell : 96[illegible]413067

24 MANTRA TECHNOLOGIES

1-9-19/153, Opp. Kartik Apartments, Ramnagar,
HYDERABAD - 20.

No. 582

Date : 24/09/20

Name Summits Sales LLP

S.No.	DESCRIPTION	QTY.	RATE	TOTAL
1)	Dell Inspiron Laptop Board Repair	1	4500	4500/-
			TOTAL	4500/-

Goods once sold will not be taken back.

For : 24 MANTRA TECHNOLOGIES

INVOICE

SC SILICON COMPUTERS

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

Date: 21/09/20
No.: 278

M/s. Summit Sales LLP

Sl.No.	Description	Qty.	Rate	Total ₹
1.	Acer Laptop battery	1		1500-00
	TOTAL			1500-00

INWARD
Inward No: 499 Dt: 24/09/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

Rupees in words:

Jayakar
for SILICON COMPUTERS

INVOICE

SC SILICON COMPUTERS

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

Date: 21/09/20
No.: 275

M/s. Summit Sales LLP

Sl.No.	Description	Qty.	Rate	Total ₹
1.	Keyboard for Laptop	1		1500-00
	TOTAL			1500-00

INWARD
Inward No: 500 Dt: 24/09/20
MRN No: Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

Rupees in words:

for SILICON COMPUTERS

INVOICE

SC SILICON COMPUTERS

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

Date: 21/09/20
No.: 276

M/s. Summit Sales LLP

Sl.No.	Description	Qty.	Rate	Total ₹
1.	HP Lap Top adaptor	1		1000-00
	TOTAL			1000-00

INWARD
Inward No: 501 Dt: 24/09/20
MRN No: Dt:
Received By: Samarth Sign:
MODI PROPERTIES

Rupees in words:

for SILICON COMPUTERS

INVOICE

SC SILICON COMPUTERS

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

Date: 21/09/20
No.: 277

M/s. Summit Sales LLP

Sl.No.	Description	Qty.	Rate	Total ₹
1	Lenovo charger	1		1000-00
	TOTAL			1000-00

INWARD
Inward No: 502 Dt: 24/09/20
MRN No: Dt:
Received By: Samarth Sign:
MODI PROPERTIES

Rupees in words:

Jayalaxmi
for SILICON COMPUTERS

SSLLP Common Expenses
5-4-187/3 & 4, M G Road
Ranigunj, Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/10221** 10222 Dated : **25-Sep-2020**

Particulars		Debit	Credit
OIE-Petrol/Disiel/Oil	*Dr*	**10,000.00**	
To BPCL			**10,000.00**
On Account of : Being amt cr to BPCL towards Ho generator backup perido from 03.09.2020 to 21.09.2020.			
		₹ 10,000.00	**₹ 10,000.00**

Prepared by: rajkumar.n Approved by

Ranigunj

HEAD OFFICE
LOG BOOK - GENERATOR

Name and number of generator:

Capacity:

Loaction of Installation:

Date	Time	Fuel in litres	Refueled by Name	Signature	Start Time	End Time	Total Hours	Average per hour = C / G	Reload amount	Amount paid	Balance in petrocard	Remarks	Security Sign.	Admin. / Audit Sign.
A	B	C	E	D	E	F	G	H	I	J	K	L	M	N
15/09/20					11.50	14.20	2.30					DSPPL		
"					16.25	17.00	.35					Comm		
16/09/20					8.00	8.30	30m					Pen		
"					11.20	12.00	50m					DSPPL		
"					14.25	15.35	1.10					DSPL		
17/09/20					8.00	8.30	30m					Pen		
"					12.35	14.40	2.05					Comm		
"					16.00	16.35	35m					DSPPL		
18/09/20					8.00	8.30	30m					Pen		
"					14.20	16.50	2.30					Comm		
19/09/20					8.00	8.30	30m					Pen		
"					11.20	12.20	50m					Comm		
"					12.45	13.25	40m					DSPL		
20/09/20					11.20	12.00	50m					DSPPL		
21/09/20					8.00	8.30	30					Pen		
"					12.20	12.55	45m					DSPPL		
21/09/20	1520	38.49	D. Shiva		–	–	–	–	–	3000/-		Solar		
22/09/20					8.00	8.30	30m					Pen		

Prepared by: Verified by: Approved by:

APPROVED BY
22 SEP 2020
G. JAI KUMAR
MANAGER-H.R. & ADMIN

APPROVED BY
25 SEP 2020
G. JAI KUMAR
MANAGER-H.R. & ADMIN

Pay - 10,000/-

Amount: 10000/-

checked
22/09/20

checked
22/09/20

03/09/20 to 21/09/20

Ranigunj

HEAD OFFICE
LOG BOOK - GENERATOR

Name and number of generator:

Capacity:

Loaction of Installation:

Date	Time	Fuel in litres	Refueled by Name	Signature	Start Time	End Time	Total Hours	Average per hour = C / G	Reload amount	Amount paid	Balance in petrocard	Remarks	Security Sign.	Admin. / Audit Sign.
A	B	C	E	D	E	F	G	H	I	J	K	L	M	N
07/09/20					12:00	13:30	1:30					MPM		9
					8:00	8:30	30 m							
08/09/20					11:00	12:25	1:25					MPM		03/09/20
08/09/20	15:15	37.59	D.Shiva		—	—	—	—	—	3000/-		SSLLP		do
09/09/20					8:00	8:30	30 m							21/09/20
"					11:10	13:20	2:10 h					MPM		
"					16:25	17:40	1:15 h					Hado		
10/09/20					8:00	8:30	30 m							
"					11:30	12:30	1:00 h					MPM		
"					15:20	15:45	35 m					MPM		
11/09/20					8:00	8:30	30 m							22/09/20
"					10:35	12:55	2:15 h					MPM		
12/09/20					8:00	8:30	30							
"					14:20	16:35	2:25 h					MPM		
13/09/20					12:00	12:45	45					MPM		
14/09/20					8:00	8:30	30 m							
"					12:00	12:35	25 m					Hado		
15/09/20					8:00	8:30	30 m							
15/09/20	11:30	52.53	D.Shiva		—	—	—	—	—	4000/-		SSLLP		

Prepared by: Verified by: Approved by:

Ranigunj

HEAD OFFICE
LOG BOOK - GENERATOR

Name and number of generator:

Capacity:

Loaction of Installation:

Date	Time	Fuel in litres	Refueled by Name	Signature	Start Time	End Time	Total Hours	Average per hour = C / G	Reload amount	Amount paid	Balance in petrocard	Remarks	Security Sign.	Admin. / Audit Sign.
A	B	C	E	D	E	F	G	H	I	J	K	L	M	N
31/08/20					11.10	12.00	50m					Com		
01/09/20					8.00	8.30	30m					Gen		
01/09/20	11.40	37.39	D. Shiva		—	—	—	—	—	3000/-		SSLW		19/05/20
"					14.00	16.20	2.10h					Com		
02/09/20					8.00	8.30	30m					Gen		03/09/20
"					10.30	14.30	4.00h					MPPL		
"					11.00	12.55	1.55h					Com		Checked
03/09/20					8.00	8.30	30m					Gen		
"			Samarjit		9.30	13.05	3.45h	Amount:		13000/- Checked		MPPL		03/09/20
03/09/20	12.45	37.46	~~D. Shiva~~		—	—	—	—	—	3000/-	03	SSLW		
03/09/20					14.10	15.50	1.40h					MPPL		
04/09/20					8.00	8.30	30m					Gen		03/09/20
"					11.10	13.35	2.25h					Com		
"					16.10	16.45	35m					Hood		21/09/20
05/09/20					8.00	8.30	30m					Gen		
"					10.30	12.55	2.25h					MPPL		Checked
"					16.10	17.35	1.25h					MPPL		
06/09/20					11.10	12.35	1.25h					MPPL		
07/09/20					8.00	8.30	30m					Gen		22/09/20

Prepared by: Verified by: Approved by:

APPROVED BY
03 SEP 2020
G. JAI KUMAR
MANAGER-H.R. & ADMIN

CASH BILL

No. 299

D/ 21/9/2020

CH. YEGNAIAH & SONS

SECUNDERABAD.

H.O. : 5-3-361, R.P. Road, Secunderabad.

M/s. S S P Commercial

Qty.	Particulars	Rate	Amount Rs.	Ps.
38	49 # 80	77/95	3000	
	E. & O.E.		3000	

TIN No. 36620110592
GST No. 36AABFC0937F1ZU

Signature

Bharat Petroleum

BPCL
CH YEGNATAH SONS
Hyderabad

TID	:	00120318
BATCH NO	: 001259	ROC NO 1 004
21/09/2020		16:54:06
TNX ID		00921897446
TYPE		SALE
CARD ID	:	FC000562476
ACC NO	:	FA2000834344
CUST NAME	:	MOUIPROPERTIES AND INVES
VEHICLE NO	:	MOD15
ODO RDG	:	2
PRODUCT RATE	:	Rs. 77.95
VOL IN LTRS	:	38.49
PRODUCT	:	DIESEL
MODE	:	CMS WALLET
AMOUNT	:	Rs. 3000.00
CARD WLT BAL	:	Rs. 3.00
DAILY BAL	:	Rs. 0.00
MONTHLY BAL	:	Rs. 0.00
P.MILE EARN	:	1500

SWATCH BHARAT
THANK YOU VISIT AGAIN

V3.06.05 SEP 20 3 C 220 SN 20861495
CUSTOMER's COPY

HDFC BANK
A03/2020
HDFC BANK
G - 5001
HDFC BANK
020

No. 1964 **CASH BILL**

D/ 15/9/20

CH. YEGNAIAH & SONS

SECUNDERABAD.

H.O. : 5-3-361, R.P. Road, Secunderabad.

M/s. M. SSCP

Qty.	Particulars	Rate	Amount Rs.	Ps.
50	55 1+ 2D	78/15	4000/	-
	E. & O.E.		4000	

TIN No. 36620110592
GST No. 36AABFC0937F1ZU

Signature

Bharat Petroleum

BPCL
CH YEGNATAH SONS
Hyderabad

TID	:	00120318
BATCH NO	: 001248	RCC NO : 010
15/09/2020		11:47:10
TNX ID	:	00915961547
TYPE	:	SALE
CARD ID	:	FE0005624761
ACC NO	:	FA2000834844
CUST NAME	:	MODIPROPERTIESANDINVSL
VEHICLE NO	:	MOD115
ODO RDG	:	1
PRODUCT RATE	:	Rs. 79.15
VOL IN LTRS	:	50.54
PRODUCT	:	DIESEL
MODE	:	CMS WALLET
AMOUNT	:	Rs. 4000.00
CARD WLT BAL	:	Rs. 0.00
DAILY BAL	:	Rs. 0.00
MONTHLY BAL	:	Rs. 0.00
P.MILE EARN	:	2000

SWATCH BHARAT
THANK YOU VISIT AGAIN

V3.06.05 SEP 2013 CT220 SN 20861495
CUSTOMER's COPY

HDFC BANK G-5001 HDFC BANK A03/2020 HDFC BANK A03/2020

No. 1572 **CASH BILL** D/ 8/9/2020

CH. YEGNAIAH & SONS

SECUNDERABAD.

H.O. : 5-3-361, R.P. Road, Secunderabad.

M/s. SSLLP Common Cooper

Qty.	Particulars	Rate	Amount Rs.	Ps.
37-59	HSD	79/80	3000/	
	E. & O.E.		3000	

TIN No. 36620110592
GST No. 36AABFC0937F1ZU

Signature

BPCL
CHAITANYA AUTO SONS
Hyderabad

TID : 00120318
BATCH NO : 00123
08/09/2020
TNX ID : 100 NO
TYPE : SALE
CARD ID : 1000 6476
ACC NO : 0034844
CUST NAME : CHEMESANDIN
VEHICLE NO :
ODO RDG :
PRODUCT RATE :
VOL IN LTRS :
PRODUCT :
MODE : LMS WALLET
AMOUNT : Rs. 3000.00
CARD WLT BAL : Rs. 3.00
DAILY BAL : Rs. 0.00
MONTHLY BAL : Rs. 0.00
P. MILT EARN : 1500

SWATCH BHARAT
THANK YOU VISIT AGAIN

V3.06.05 SEP 2013 SN 20861495
CUSTOMER'S COPY

HDFC BANK
HDFC BANK
BANK
G-5001
A04/2020