

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

Journal Voucher

No. : JOU/10332

Dated : 30-Nov-2020

Particulars		Debit	Credit
OIE-Repairs & Maintenance-Equipment	Dr	5,600.00	
Summit Sales Llp Logistics	Dr	3,180.00 ✓	
To ECARD-SLLP COMEXP SUNEEL K			8,780.00
On Account of :			
Being amount credited to suneel kumar exp card towards repairing charges of Printer; SOV(1800);SLLP(3180) ;Mallapur(2000);Vista(1800)			
		₹ 8,780.00	₹ 8,780.00

Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar		Statement date		04-12-2020	
Prepared by		K Suneel Kumar		Sign		SK	
From period		26-11-2020		To period		03-12-2020	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	SLLP	SOV	printer Repairing charges (site)	1800	☐ Y ☐ N	☐ Y ☐ N	
2.	SLLP	SLLP	Roller kit for scanner (gaurang sir)	3180	☐ Y ☐ N	☐ Y ☐ N	
3.	SLLP	GMR	LCD monitor Repairing charges (site)	2000	☐ Y ☐ N	☐ Y ☐ N	
4.	SLLP	Vista	Laptop repairing charges (Sneha)	1800	☐ 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			8780			

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 obtain 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.

APPROVED BY
SR. MANAGER
A. SAMBATHAN

Handwritten signature/initials at the top right of the page.

INVOICE

Cell : 9618413067

24 MANTRA TECHNOLOGIES

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

No.

609

Date : 02/12/20

Name

Sumilth Sales LLP

S.No.	DESCRIPTION	QTY.	RATE	TOTAL
1)	Hp Laptop mother Board Repair charges	1	1800	1800/- ✓
			TOTAL	1800/-

Goods once sold will not be taken back.

Shasank
For : 24 MANTRA TECHNOLOGIES

INVOICE

Cell : 9618413067

24 MANTRA TECHNOLOGIES

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

No.

610

Date : 04/12/20

Name

Scamilly Sales LLP

S.No.	DESCRIPTION	QTY.	RATE	TOTAL
1)	Dell LCD monitor Repair charges	1	2000	2000/-
			TOTAL	2000/-

Goods once sold will not be taken back.

For : 24 MANTRA TECHNOLOGIES

Shasrath

INVOICE

Cell : 9618413067

24 MANTRA TECHNOLOGIES# 1-9-19/153, Opp. Kartik Apartments, Ramnagar,
HYDERABAD - 20.

No.

611

Date : 02/12/20

Name

Sumit Sales Up

S.No.	DESCRIPTION	QTY.	RATE	TOTAL
1	Epson printer Repairing charges	1	1800	1800/-
			TOTAL	1800/-

Goods once sold will not be taken back.

For : 24 MANTRA TECHNOLOGIES

Shasank

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

Journal Voucher

No. : JOURNAL **10316**

10333

Dated : **30/11/20**
~~1-Dec-2020~~

Particulars		Debit	Credit
TDS-1.5% Contract	Dr	1,170.00	
TDS-7.5% Professional Charges	Dr	1,313.00	
To SUP- Summit Sales Llp			2,483.00
On Account of :			
Being amt cr to SLLP towards TDS Payable for the month of Nov ' 2020.			
		₹ 2,483.00	₹ 2,483.00

Prepared by: rajkumar.n

Approved by

Company Name :-	Summit Sales LLP Common Expenses					
Assessment Year :-	2020 - 2021					
Work Description :-	TDS for the month of Nov ' 2020					
Prepared By:-	N Raj Kumar				Date:-	01.12.2020
S. No	Particulars	Rate	Amount	Amount	Remarks	Pan Card Numbers
Advertisement @ 1.5% - 94 (C)						
1	Parivartan Concepts	1.50%	3,000	45		ACZPJ3438L
2	Socail DNA	1.50%	75,000	1,125		ACIFS6178F
		(A)	78,000	1,170		
Professional charges@ 7.5% - 94 (J)						
3	T.KrishnaMohan	7.5%	7,500	563		ACZPT5848A
4	C Balagopal	7.5%	10,000	750		ARDPC5888Q
		(B)	17,500	1,313		
Sub-Total		(A + B)	95,500	2,483		
		Grand Total :	95,500	2,483		

N Raj Kumar
01/12/2020

APPROVED BY
01 DEC 2020
M. JAYA PRASAD
Sr. Manager Accounts