

## Petty Expense Requisition

<b>Name of Co.</b> Krisumi Corporation Pvt Ltd					
<b>Purpose</b> Employee Engagement					
<b>Budget</b> HR / Admin					
<b>Subject</b> HOD Anniversary (Parnoy)					
<b>Date</b> 28/06/2015					
<b>Petty Expense Requisition form Serial no.</b> HR-003					
S.no.	Nature of expense / Description	Vendor Name	CP / Customer / Other, Name	Amount	
1	Cake	-	-	1775	
2	Flower Bouquet	-	-	1000	
3					
4					
5					
6					
<b>Total</b>				2775	/-
..... <b>Requester</b>					
..... <b>Department HOD</b>					

MT. Purnoy Ho2 Anandpur

**Ritu Foods(Franchise of Fnp)**  
 Ground floor Shop No. BG-97  
 Conscient One Mall Sector 109  
 Gurgaon-122017  
 GSTIN/UIN: 06AGAPG6085D1ZQ  
 State Name : Haryana, Code : 06

Buyer  
 M/s Retail Customer. KRISUMI  
 MOB :

Invoice No. <b>54</b>	Dated <b>28-06-2025</b>
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No.	Dated
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

S.No.	Particulars	HSN/SAC	Quantity	Rate	per	Amount
1.	<b>FLOWER BOUQUET</b>		1 NOS	1000		<b>1000</b>
<b>Total</b>						<b>₹ 1000.00</b>

Amount Chargeable (in words) **INR ONE THOUSAND ONLY** E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
		9%		9%		
<b>Total</b>			<b>00.00</b>		<b>00.00</b>	

Tax Amount (in words) : **INR ONE THOUSAND ONLY**

For RITU FOODS  
  
 Proprietor for Ritu Foods

Authorised Signatory