



Petty Expense Requisition
(Vendor payment / Corporate Credit Card / Imprest)

Name of Co.	Krisumi Corporation Pvt Ltd		
Purpose	Printer repair		
Budget	Admin Krisumi		
Subject	Repair and Maintenance Charges		
Date	7/7/2025		
Petty Expense Requisition form Serial no.	1		
S.no.	Nature of expense / Description	Vendor Name	CP / Customer / Other, Name
1	HP 1020 Repairing Charges (Accounts Dept.)	Softech Technology	NA
2			
3			
4			
5			
6			
			Total
			1,100
	 Requester		 Department HOD

Bill/Cash Memo

Mob : 9582051622
9716902734

SOFTECH TECHNOLOGY

On Site Printer Cartridge Refill, Printer Repair, Service & Compatible Recycle Cartridge
U-Block, 1/47 (Basement), DLF Phase-3, Gurugram Haryana-122010
Email : kumodkumod1987@gmail.com

Bill No. 817 Dated 07/07/25

M/s. K. S. Kumari Corporation Pvt. Ltd

Sec-36A Gurugram H.R.

S No.	PARTICULARS	QTY.	RATE	AMOUNT	
				Rs.	P.
1	HP 1020 printer services	1PCS.	800/-	800.	00
2	1020 printer paper pick up roller change	1PCS	300/-	300.	00
				}	

[Signature]
07-07-2025

Rupees in words: Eleven hundred only. TOTAL 1100/-

For : **SOFTECH TECHNOLOGY**

E.& O.E.

