

Weekly - Petty cash/expense card statement.

Name		CHURCHILL		Statement date		6/2/15	
Prepared by		CHURCHILL		Sign		CHURCHILL	
From period				To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MD's Receipt	Relaxation	MD's Relaxation activity	1950	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.	Total				Y N	Y N

Amount to be credited by	Transfer to Happy card,	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
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 maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2500/- per week. MD's approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

Company/Firm	Modi Realty Patna UP		
Project	N.G.H		
Voucher No.			
Account head			
Paid to	N.G.H Brokers		
Towards/description of work	Railway Station Shops		
Location of work	N.G.H Brokers Bonition activity Jubilee Stand		
Amount in Rs.	1950/-		
Amount in words	One thousand nine hundred fifty only		
Mode of payment			
	Cheque/trf No.	Date 6/2/24	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Chandra	Ami		

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