

Weekly - Petty cash /expense card statement.

Name		J. Selva kumar		Statement date		06/02/2025	
Prepared by		J. Selva kumar		Sign			
From period		06/02/2025		To period		06/02/2025	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	GHT	GHT	Indian Bazar.				
2.			Local purchasing of Tea	1,095/-			
3.			flask for GHT site, kowkur				
4.							
5.	HVRD	HVRD	Indian Bazar.				
6.			Local purchasing of Tea cup,	4,430/-			
7.			Sawser, plastic tray, Dinner sets				
8.							
9.				5,525/-			
Amount to be credited by ☒ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.							
Approved by:		APPROVED 06 FEB 2025 MINISH PARIKH MANAGER PRO		Accountant		Accounts Manager	
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 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER

Mehra & Modi Realty Kowkur LLP

Voucher No. _____

Date : 06/02/2025

A/c. _____

Paid to Indian Bazar		Rs.	1095/-	P.s.
towards local purchasing of Tea flask for				
GHT site				
Rupees One thousand and ninety five				
Rupees only				
Cheque No.		Dated	Drawn on Bank	
Cheque				
Paid by Cash				
APPROVED				
Receiver's Signature				

Prepared by

Sadhana

06 FEB 2025

Approved by
MINISH PARIKH
MANAGER PRO

Receiver's Signature

Cell : 9885609010
8919605295

4-1-91/19, Shop No. 4, EMR Complex, Opp. NTR Studio,
Bhawani Nagar, Nacharam, Hyderabad.

No.

285

Date. 30/1/25

M/s.

M/s. Mehta & Modi Realty Kowkur LLP

Address.

Address.....		Amount	
S.No.	DESCRIPTION OF GOODS	QTY.	Rs. Ps.
1)	Tea Flask	1 Nos	1095 40
INWARD Inward No: 16984 Dt: 05/02/25 MRN No: Dt: Received By Sign.   MEHTA & MODI REALTY KOWKUR LLP			
TOTAL 1095 40			

For **INDIAN BAZAR**

Authorised Signature