

Weekly - Petty cash /expense card statement

Name		J. Selva kumar		Statement date		11/02/25	
Prepared by		J. Selva kumar		Sign		[Signature]	
From period		11/02/25		To period		11/02/25	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	AMTZ	AMTZ	SINDHU PARCEL SERVICES				
2.	4554	4554	Polybags delivered to Amtz	1,000/-			
3.			medpolis square 4554,				
4.			Vizag				
5.	AMTZ	AMTZ	SRINU PACKING	480/-			
6.	4554	4554	Polybags packing & Hamali				
7.			charges of Amtz 4554				
8.							
9.				1,500/-			
Amount to be credited by		☒ Transfer to Hapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.					
Approved by:		Other APPROVED Div. Manager		Accountant		Accounts Manager	
Sign:		12 FEB 2025				MD	
Date:		MINISH PARIKH					

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.

SINDHU PARCEL SERVICES

027999270
027999240

HYD-CHEERAPPALLY

Sender :
modi housing p ltd, Ph: 9246364748

Head Office : Plot No. A-91, A-91/2, Pragathi Nagar, Bachupally Road, Hyderabad - 500 090.

SINDHU PARCEL SERVICES

Receiver :

AMTZ MEDPOLIS SQUARE 4554
P LTD, Ph: 7993285775

GAJUNAKA VSP
Unit Rate

Description (Said Contents)

PACKAGE AND DAMAGE NO CLAIM
Invoice No.

PAID

AGREE TO ALL THE CONDITIONS MENTIONED ON THE DOOR DELIVERY GROUND FLOOR ON

For SINDHU PARCEL SERVICES

(RAJENDRA REDDY)

Grand Total 1,020.00

Others

L.R.

D.D.C.

Booking Hamali

Freight

Charge Type

Amount

1,000.00

20.00

500.00

Date : 08/Feb/2025 5:21 PM

LR No : GWKV150-T08384

GSTIN: 36AENFSS057A1Z2

www.sindhuparcelservice.com

DEBIT VOUCHER

Amtz medpolis square. 4554 Pvt Ltd.

Voucher No. _____

Ac. _____ Date: 11/02/25

Paid to				Rs.	Ps.
SRINU PACKING					
towards Polybags det. Packing & Hamali					
Charges of Amtz medpolis square				480/-	
4554 Pvt. Ltd, Vizag.				/	
Rupees Four hundred and eighty Rupees					
Only.					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
Cash					
APPROVED				480/-	

Prepared by Sadhane

Approved by
MINISH PARIKH
MANAGER PRO

Receiver's Signature



DEBIT VOUCHER

Amtz Medpolis Square 4554 P. Ltd.

Voucher No. _____

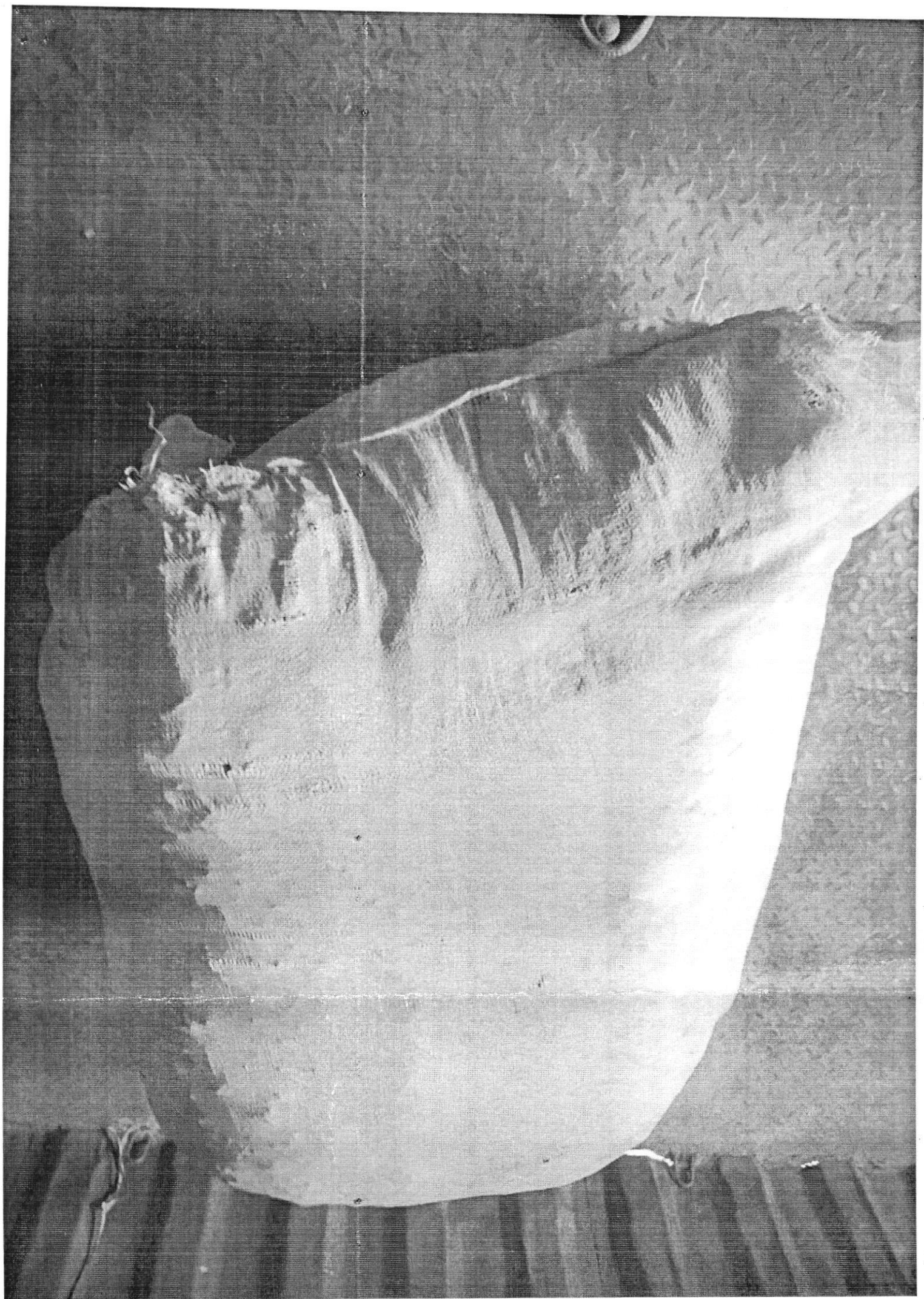
A/c. _____ Date: 11/02/25

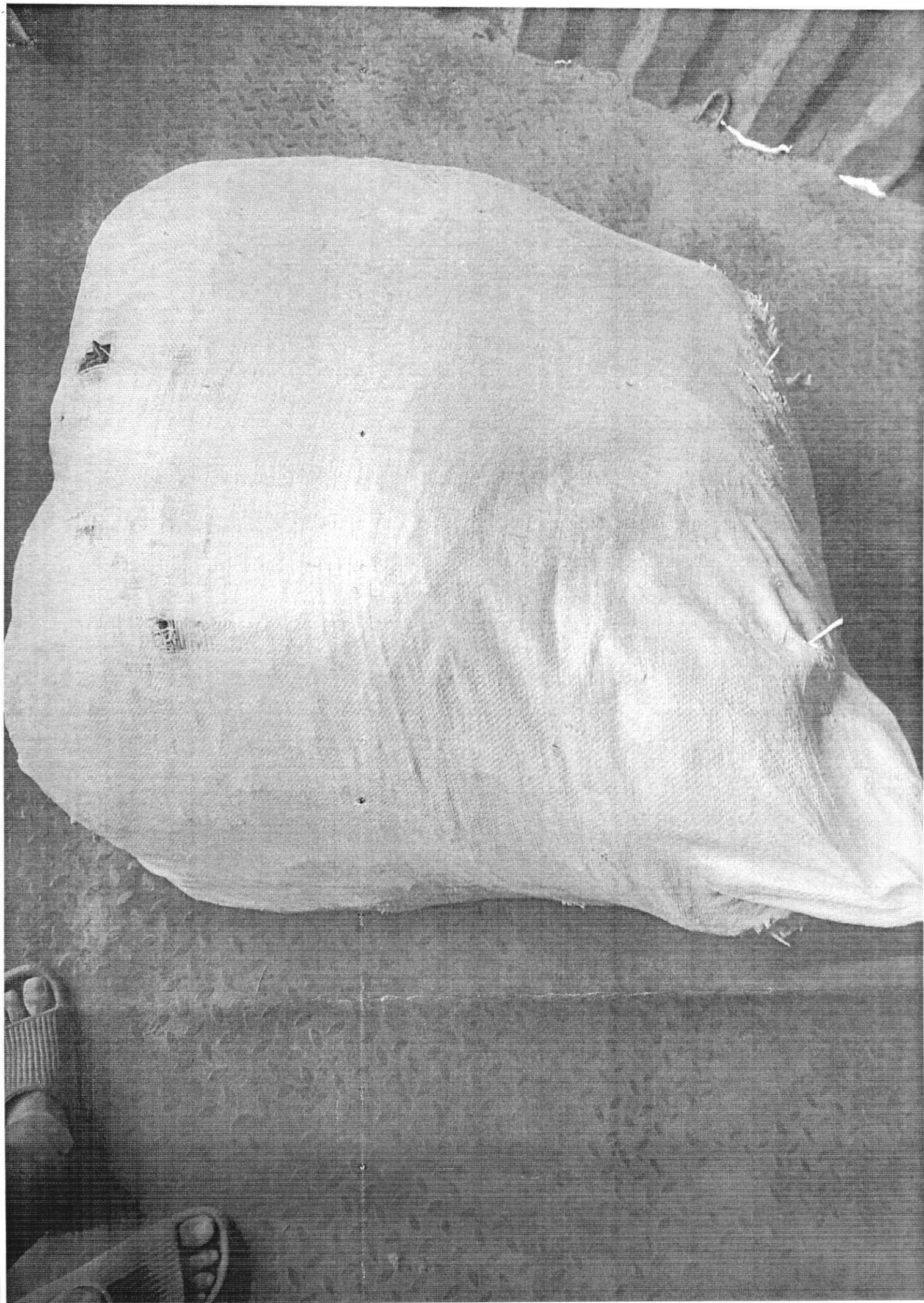
Paid to	SINDHU PARCEL SERVICES.			Rs.	Ps.
towards	Polybags delivered to Amtz			1,020/-	/
	medpolis square 4554 Pvt Ltd,				
	Vizag.				
Rupees	One thousand and Twenty.				
	Rupees Only.				
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
	Cash				
					1,020/-

Prepared by *Sadhana*

12 FEB 2025
Approved by
MINISH PARIKH
MANAGER PRO.

Receiver's Signature 





Purchase Order

Original

From Company:	AMTZ Medpolis Square 4554 Pvt Ltd Vm Steel Projrt Town Ship Sub Post office,Ground, Plot. No: D1-56, HUB Building, AMTZ CAMPUS, Pragati maidan,Vishakhapatnam Vishakapatanam,Andra Pradesh,530031 GSTNO:37AAXCA5420G1ZG	Delivery Location:	AMTZ 4554 Pvt Ltd Vm Steel Projrt Town Ship Sub Post office,Ground, Plot. No: D1-56, HUB Building, AMTZ CAMPUS, Pragati maidan,Vishakhapatnam Vishakapatanam,Andra Pradesh,530031 --...
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Supplier Details												
Modi Housing Pvt. Ltd., SY NO 210 & 211 RAMPALLY VILLAGE GHATKESAR MANDAL MEDCHAL- MALKAJGIRI MANDAL. TG, 500051 GSTIN:36AADCM5906D2ZO Hamendra, 9618244433 purchase@modiproperties.com						PO No	20250203037	Quote No	Nill			
						PO Date	03 Feb 2025	Quote Date	06 Feb 2025			
						Supply Type	Purchase Order	Requisition Num	20250203027			
SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	GENE4149-General Items-Safety Net--30000X3000mm-Nos.	1.00	12,740.00	0%	12,740	18%	0%	0%	2,293	0	0	15,033
Addl Spec	30000mmx3000mm=1nos.											
2	GENE1646-General Items-Safety Net--3000X10000mm-mts	100.00	416.00	0%	41,600	5%	0%	0%	2,080	0	0	43,680
Addl Spec	100mts running mts. (3m width x 10m length-RM.)-10 bundles											
Total Amount ...									4,373	0	0	58,713
Rupees in words : Fifty Eight Thousands Seven Hundred And Thirteen Only.												

Terms and Conditions:-

Additional Specifications Nill.

Tax : Inclusive of GST and other taxes.

Purchase Order

Original

From Company:	AMTZ Medpolis Square 801 Pvt Ltd Vm Steel Projrt Town Ship Sub Post office,Ground, Plot. No: D1-56, HUB Building, AMTZ CAMPUS, Pragati maidan,Vishakhapatnam Vishakapatanam,Andra Pradesh,530031 GSTNO:37AAXCA5638G1Z4	Delivery Location:	AMTZ 801 Pvt Ltd Vm Steel Projrt Town Ship Sub Post office,Ground, Plot. No: D1-56, HUB Building, AMTZ CAMPUS, Pragati maidan,Vishakhapatnam Vishakapatanam,Andra Pradesh,530031 -,,
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Supplier Details												
Modi Housing Pvt. Ltd., SY NO 210 & 211 RAMPALLY VILLAGE GHATKESAR MANDAL MEDCHAL- MALKAJGIRI MANDAL, TG, 500051 GSTIN:36AADCM5906D2ZO Hamendra, 9618244433 purchase@modiproperties.com						PO No	20250208028	Quote No	Nill			
						PO Date	08 Feb 2025	Quote Date	08 Feb 2025			
						Supply Type	Purchase Order	Requisition Num	20250208020			
SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	ELEC6126-Electrical-Junction box-PVC-25mm-Nos.	30.00	22.88	0%	686	18%	0%	0%	124	0	0	810
Total Amount ...									124	0	0	810
Rupees in words : Eight Hundred And Ten Only.												

Terms and Conditions:-

Additional Specifications	Collect from MHPL@Rampally.
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within 2 days of PO
Delivery Location :	As given above.
Transport:	By Purchaser
Advance Paid :	Nill
Payment Terms :	After delivery and on submission of bills.