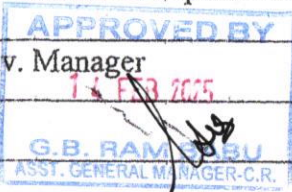


Weekly - Petty cash /expense card statement.

UB29 5254 2716 5914

Name	Mahendar		Statement date	14/02/2025		
Prepared by	Mahendar		Sign	M/M		
From period	30/01/2025 to 12/2/25		To period	14/02/2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi farm House Hyd UP	Modi farm House Hyderabad UP	purchase of stamp papers - 20 No's	2800	☒ Y ☒ N	☒ Y ☒ N
2.			(Modi farm House Hyderabad UP)		☐ Y ☐ N	☐ Y ☐ N
3.	Modi farm House Hyd UP	Modi farm House Hyd UP	purchase of stamp papers - 20 No's	2800	☒ Y ☒ N	☒ Y ☒ N
4.			(Serene constructions UP)		☐ 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.					☐ Y ☐ N	☐ Y ☐ N
11.	Total			5600/-		
Amount to be credited by		☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:				
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 2,000/- per week. MD's approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

**For M/s. Modi Farm House (Hyderabad) LLP,
M/s. Serene Constructions LLP,
& M/s. Serene Clubs and Resorts LLP**

Voucher No. _____

A/c.

Date : _____

14/2/2025

Paid to Mahendar			Rs.	Ps.	
towards purchase of Sheep papers - Modi Farm House			2000	00	
Hyderabad UP - 200000.					
Rupees Two thousand Eight hundred only					
Paid by	Cheque No.	Dated	Drawn on Bank	Rs.	Ps.
Cash				2000	00
APPROVED BY					

Prepared by

APPROVED BY

14 FEB 2025

G.B. RAMANUJAM
ASST. GENERAL MANAGER-C.R.

Approved by

Receiver's Signature _____

Signature 

DEBIT VOUCHER

For M/s. Modi Farm House (Hyderabad) LLP,
M/s. Serene Constructions LLP,
& M/s. Serene Clubs and Resorts LLP

Voucher No. _____

A/c. _____

Date : _____

14/2/2025

Paid to	Mahendran	Rs.	Ps.
towards	purchase of Stamp papers - Serene Constructions LLP - 20 No's	2000	00
Rupees	Two thousand Eight hundred only	1	
Paid by	Cheque Cash		
Cheque No.			
Dated	14 FEB 2025		
Drawn on Bank		2000	00

Prepared by

Approved by

Receiver's Signature

G.B. RAMBABU
ASST. GENERAL MANAGER-C.R.