Weekly - Petty cash /expense card statement.

Name	Ch Ramesh	Statement date	Card No:4629 5254 2716 5716
Prepared by	Ch Ramesh	Sign	
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MRgv	Brgc	Regestured Part gnos	234	☐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.					☐Y ☐N	☐Y ☐N
11.	Total			234		

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:	14/02/28			

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 receipted 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

modi realty genome valley LLP

Voucher No. ______________

A/c. ______________

Paid to GPO		
towards Registered Post Bglu site Payment information letters 9 Nos	Date : 14/2/25	
	Rs.	**Ps.**
	234	
Rupees Two Hundred Thirty Four only		
Paid by Cheque / Cash; Cheque No.; Dated; Drawn on Bank		
	234	

Prepared by

Approved by

Receiver's Signature

8

<Track on www.indiapost.gov.in>
<Dial 18002666868><Dak Sewa - Jan Sewa>

भारतीय डाक
India Post

RN153154457IN IVR:8278153154457
RL GANDHINAGAR S.O <500080>
Counter No:1,12/02/2025,14:06
To:NILANJA DEY,.
PIN:500078, Nisa Hakimpet S.O
From:MODI PROPERTIES,HYD
Wt:20gms,REG=17.0
Amt:0.00,PS:26.00Tax:3.96,Amt.Paid:0.00
<Track on www.indiapost.gov.in>
<Dial 18002666868><Dak Sewa - Jan Sewa>

BRGV-216

भारतीय डाक
India Post

RL GANDHINAGAR S.O <500080>
Counter No:1,12/02/2025,14:06
To:NARAPA,RAJU
PIN:500034, Banjara Hills S.O
From:MODI PROPERTIES,HYD
Wt:20gms,REG=17.0
Amt:0.00,PS:26.00Tax:3.96,Amt.Paid:0.00
<Track on www.indiapost.gov.in>
<Dial 18002666868><Dak Sewa - Jan Sewa>

भारतीय डाक
India Post

RN153154338IN IVR:8278153154338
RL GANDHINAGAR S.O <500080>
Counter No:1,12/02/2025,14:06
To:NARAPA,RAJU
PIN:500034, Banjara Hills S.O
From:MODI PROPERTIES,HYD
Wt:20gms,REG=17.0
Amt:0.00,PS:26.00Tax:3.96,Amt.Paid:0.00
<Track on www.indiapost.gov.in>
<Dial 18002666868><Dak Sewa - Jan Sewa>

BRGV-502

भारतीय डाक
India Post

RN153154465IN IVR:8278153154465
RL GANDHINAGAR S.O <500080>
Counter No:1,12/02/2025,14:06
To:G RAVIKANTH,.
PIN:507303, Sathupalli S.O
From:MODI PROPERTIES,HYD
Wt:20gms,REG=17.0
Amt:0.00,PS:26.00Tax:3.96,Amt.Paid:0.00
<Track on www.indiapost.gov.in>
<Dial 18002666868><Dak Sewa - Jan Sewa>

BRGV-514

भारतीय डाक

India Post

RN153154341IN IVR:8278153154341
RL GANDHINAGAR S.O <500080>
Counter No:1,12/02/2025,14:06
To:P ANITHA REDDY,.
PIN:500017, Lallaguda S.O
From:MODI PROPERTIES,HYD
Wt:10gms,REG=17.0
Amt:0.00,PS:26.00Tax:3.96,Amt.Paid:0.00
<Track on www.indiapost.gov.in>
<Dial 18002666868><Dak Sewa - Jan Sewa>

BRGV-404

भारतीय डाक
India Post

RN153154474IN IVR:8278153154474
RL GANDHINAGAR S.O <500080>
Counter No:1,12/02/2025,14:06
To:D RAMAIAH,.
PIN:501401, Medchal S.O
From:MODI PROPERTIES,HYD
Wt:10gms,REG=17.0
Amt:0.00,PS:26.00Tax:3.96,Amt.Paid:0.00
<Track on www.indiapost.gov.in>
<Dial 18002666868><Dak Sewa - Jan Sewa>

BRGV-320

भारतीय डाक
India Post

RN153154355IN IVR:8278153154355
RL GANDHINAGAR S.O <500080>
Counter No:1,12/02/2025,14:06
To:PRABHLEEN,BEDI
PIN:500087, JJ Nagar Colony S.O
From:MODI PROPERTIES,HYD
Wt:10gms,REG=17.0
Amt:0.00,PS:26.00Tax:3.96,Amt.Paid:0.00
<Track on www.indiapost.gov.in>
<Dial 18002666868><Dak Sewa - Jan Sewa>

BRGV-307

भारतीय डाक
India Post

RN153154369IN IVR:8278153154369
RL GANDHINAGAR S.O <500080>
Counter No:1,12/02/2025,14:06
To:K KAUR BEDI,.
PIN:500087, JJ Nagar Colony S.O
From:MODI PROPERTIES,HYD
Wt:10gms,REG=17.0
Amt:0.00,PS:26.00Tax:3.96,Amt.Paid:0.00
<Track on www.indiapost.gov.in>
<Dial 18002666868><Dak Sewa - Jan Sewa>

BRGV-31

भारतीय डाक
India Post

RN153154488IN IVR:8278153154488
RL GANDHINAGAR S.O <500080>
Counter No:1,12/02/2025,14:06
To:N K PREETHIKA,.
PIN:500010, Bolarum S.O
From:MODI PROPERTIES,HYD
Wt:10gms,REG=17.0
Amt:0.00,PS:26.00Ta... id:0.00
<Track on www.i

BRGV-3