

Weekly - Petty cash /expense card statement.

|             |               |  |                |            |  |  |
|-------------|---------------|--|----------------|------------|--|--|
| Approved by | A.Suresh      |  | Statement date | 20-02-2025 |  |  |
| Prepared by | N.Sai Shivani |  | Sign           |            |  |  |
| From period | 13-02-2025    |  | To period      | 19-02-2025 |  |  |

| Sl No | Debit to company | Debit to project | Description of expense                                                               | Amount | Bill enclosed                                         | GST bill                                              |
|-------|------------------|------------------|--------------------------------------------------------------------------------------|--------|-------------------------------------------------------|-------------------------------------------------------|
| 1.    | MMRK -LLP        | GHT              | Towards Transportation charges for Rapido for locks from ght to alwal .              | 120/-  |                                                       | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 2.    | MMRK-LLP         | GHT              | Towards Transportation charges for Rapido for locks from Alwal to ght site.          | 134/-  | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 3.    | MMRK-LLP         | GHT              | Towards purchase of water bottles,good day biscuits towards fire inspection purpose. | 150/-  | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 4.    | MMRK-LLP         | GHT              | Towards purchase of coffe towards fire inspection purpose.                           | 150/-  | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 5.    |                  |                  |                                                                                      |        | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 6.    |                  |                  |                                                                                      |        | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 7.    |                  |                  |                                                                                      |        | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 8.    |                  |                  |                                                                                      |        |                                                       |                                                       |
| 9.    | Total            |                  |                                                                                      | 554/-  |                                                       |                                                       |

|                          |              |            |                  |    |
|--------------------------|--------------|------------|------------------|----|
| Amount to be credited by |              |            |                  |    |
| Approved by:             | Div. Manager | Accountant | Accounts Manager | MD |
| Sign                     |              |            |                  |    |
| Date:                    | 20-02-2025   |            |                  |    |

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



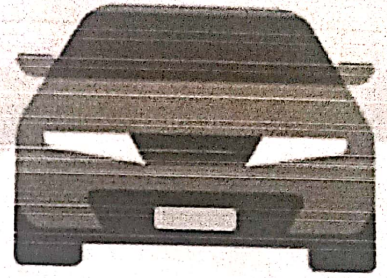
| DEBIT VOUCHER               |                                                                              |                |                     |
|-----------------------------|------------------------------------------------------------------------------|----------------|---------------------|
| Company/Firm                | MMRK LLP                                                                     |                |                     |
| Project                     | GHT                                                                          |                |                     |
| Voucher no.                 |                                                                              |                |                     |
| Account head                | Nagamalleswar                                                                |                |                     |
| Paid to                     | Raipdo                                                                       |                |                     |
| Towards/description of work | Towards Transportation charges for Rapido for locks from ght to Secunderbad. |                |                     |
| Location of work            | Kowkooor                                                                     |                |                     |
| Period                      | 13-02-2025                                                                   |                | 19-02-2025          |
| Amount in Rs.               | 120/-                                                                        |                |                     |
|                             | One hundred twenty rupees Only                                               |                |                     |
|                             | Cheque/trf no.                                                               | Date           | Bank                |
|                             |                                                                              |                |                     |
| Prepared by                 | Approved by                                                                  | Receivers name | Receivers signature |
|                             |                                                                              |                |                     |

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.



January 7, 2025

Thanks for  
riding, A.



**Total**

**₹120.00**

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Trip Charge

₹120.31

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**Subtotal**

**₹120.31**

Rounding

-₹0.31

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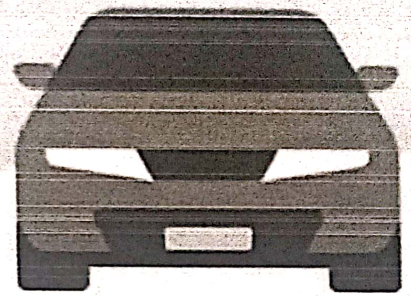
| DEBIT VOUCHER               |                                                                                  |                |                     |
|-----------------------------|----------------------------------------------------------------------------------|----------------|---------------------|
| Company/Firm                | MMRK LLP                                                                         |                |                     |
| Project                     | GHT                                                                              |                |                     |
| Voucher no.                 |                                                                                  |                |                     |
| Account head                | Nagamalleswar                                                                    |                |                     |
| Paid to                     | Raipdo                                                                           |                |                     |
| Towards/description of work | Towards Transportation charges for Rapido for locks from Secunderbad to ght site |                |                     |
| Location of work            | Kowkoo                                                                           |                |                     |
| Period                      | 13-02-2025                                                                       |                | 19-02-2025          |
| Amount in Rs.               | 134/-                                                                            |                |                     |
|                             | One hundred thirty four rupees Only                                              |                |                     |
|                             | Cheque/trf no.                                                                   | Date           | Bank                |
| Prepared by                 | Approved by                                                                      | Receivers name | Receivers signature |
|                             |                                                                                  |                |                     |

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ary 7, 2025

Thanks for  
riding, A.



**Total**

**₹134.00**

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Trip Charge

₹134.38

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Subtotal

₹134.38

Rounding

-₹0.38

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**Daymante**



# DEBIT VOUCHER

|                             |                                                                                      |                |                     |
|-----------------------------|--------------------------------------------------------------------------------------|----------------|---------------------|
| Company/Firm                | MMRK LLP                                                                             |                |                     |
| Project                     | GHT                                                                                  |                |                     |
| Voucher no.                 |                                                                                      |                |                     |
| Account head                | Nagamalleswar                                                                        |                |                     |
| Paid to                     | Sadhana coffee                                                                       |                |                     |
| Towards/description of work | Towards Purchase of water bootles,good day biscuits towards fire inspection purpose. |                |                     |
| Location of work            | Kowkooor                                                                             |                |                     |
| Period                      | 13-02-2025                                                                           |                | 19-02-2025          |
| Amount in Rs.               | 150/-                                                                                |                |                     |
|                             | One hundred fifty rupees Only                                                        |                |                     |
|                             | Cheque/trf no.                                                                       | Date           | Bank                |
| Prepared by                 | Approved by                                                                          | Receivers name | Receivers signature |
|                             |                                                                                      |                |                     |

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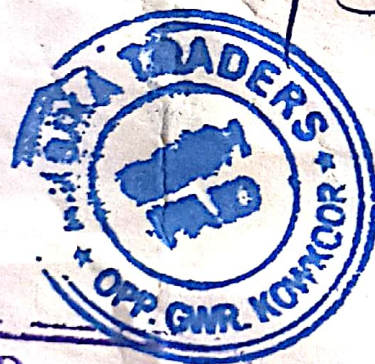


ESTIMATE 14/2/25

cup for 10  
Gruet 5

100  
50

150-00



| INWARD                         |              |
|--------------------------------|--------------|
| Inward No: 17020               | Dt: 14/02/25 |
| MRN No:                        | Dt:          |
| Received By<br>Sutari          | Sign: S      |
| MEHTA & MODI REALTY KOWKUR LLP |              |





navi UPI  
UNIFIED PAYMENTS INTERFACE

Get up to ₹1,000 on every payment 10 = ₹1

Payment successful

to UPPUTURI RAMADEVI

paytm paytmqr6Onq4k@ptys

₹150 

Paid via Navi

14 Feb 2025, 11:49 AM

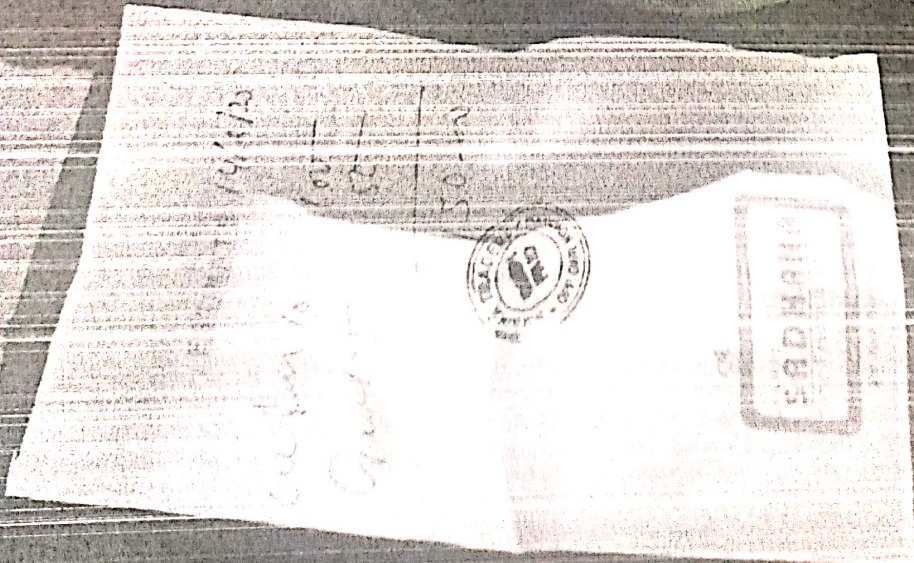
from AGAPU KARTHIK

 Union Bank of India - 0505

UPI txn ID : 541134085887







REDMI 10

14/02/2025 10:25



# BIT VOUCHER

|                               |                                                             |                |                     |
|-------------------------------|-------------------------------------------------------------|----------------|---------------------|
| Company/Firm                  | MMRK LLP                                                    |                |                     |
| Project                       | GHT                                                         |                |                     |
| Voucher no.                   |                                                             |                |                     |
| Account head                  | Nagamalleswar                                               |                |                     |
| Paid to                       | Tea Time                                                    |                |                     |
| Towards/description of work   | Towards Purchase of coffee towards fire inspection purpose. |                |                     |
| Location of work              | Kowkooor                                                    |                |                     |
| Period                        | 13-02-2025                                                  |                |                     |
| Amount in Rs.                 | 150/-                                                       |                | 19-02-2025          |
| One hundred fifty rupees Only |                                                             |                |                     |
| Cheque/trf no.                |                                                             | Date           | Bank                |
| Prepared by                   | Approved by                                                 | Receivers name | Receivers signature |
|                               |                                                             |                |                     |

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.



navi UPI  
UNIFIED PAYMENTS INTERFACE

Get up to ₹1,000 on every payment ₹10 = ₹1

Payment successful

to **CHETAN NATH CHOUHAN**

paytm paytmqr2810050501011kg5476f7t90@paytm

₹150 

Paid via Navi

14 Feb 2025, 10:22 AM

from **AGAPU KARTHIK**

 Union Bank of India - 0505

UPI txn ID : 541133190135

