Weekly - Petty cash /expense card statement.

Name	Y. MURALI MOHAN	Statement date	21/2/25
Prepared by	Ymurli	Sign	Ymurli
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi Reality	Genome Valley UP	Brew Brothers Distribution at	1700	Y N	Y N
2.			Genome Valley Business Bnrs,		Y N	Y N
3.	"	"	Tea Sance Sale meeting	350	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.	Total			2050		

Amount to be credited by	Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	21/2/25			
Date:				

APPROVED BY
PRASAD
PRADEEP PROMOTIONS

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			
Company/Firm	Modi Reality Genome Valley LLP		
Project	Brgv		
Voucher No.			
Account head			
Paid to	Brgv Brothers Distribution		
Towards/description of work	Bussess Card Brgv Brothers Distribution at Genome Valley		
Location of work			
Amount in Rs.	1700/-		
Amount in words	One thousand seven Hundred only		
Mode of payment			
	Cheque/trf No.	Date 21/2/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Yours.	APPROVED BY E. PRASAD MANAGER-PROMOTIONS		

BLOOMDALE

Residency @ Genome Valley

Near Shamirpet, Hyderabad.

Modi Properties Pvt. Ltd

MODI PROPERTIES

www.modiproperties.com

DEBIT VOUCHER			
Company/Firm	Modi Reality Genome Valley LLP		
Project	BTN		
Voucher No.			
Account head			
Paid to	Tea Sance		
Towards/description of work	Tea Sance Sale meeting 16/2/25		
Location of work			
Amount in Rs.	350/-		
Amount in words	three Hundred fifty only		
Mode of payment			
	Cheque/trf No.	Date 21/2/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Yamun-	[signature]		

APPROVED BY
E. PRASAD
MANAGER-PROMOTIONS