

Weekly - Petty cash /expense card statement.

Name		G. MUKHARJAN		Statement date	21/2/25
Prepared by		G. MUKHARJAN		Sign	G. MUKHARJAN
From period				To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Mentor's mod.	Health Kowloon	CIT Brothers Distribution of	1700	Y N	Y N
2.			Genome Valley Business Inc.		Y N	Y N
3.			TOL CLASSICO PAPER AG	1260	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			2960		

Amount to be credited by	Transfer to Happy card,	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
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. MDs approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

Company/Firm	Mehla S Modi Prathy Kowikar up		
Project	CMT		
Voucher No.			
Account head			
Paid to	NANOWI ADS		
Towards/description of work	TIME OF INOIA CEASIFIED PAPERAD 28/2/25 2/2/25		
Location of work			
Amount in Rs.	1260/-		
Amount in words	One thousand Two hundred fifty only		
Mode of payment			
	Cheque/trf No.	Date 21/2/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. W. K.			

APPROVED BY
E. PRASAD
MANAGER-PROMOTIONS

Page 1 of 1

Ph: 9676882909 8639488115 NANDINI ADS H.No. 7-2-753, SRT-532, 2nd Floor, Near Sanath Nagar Play Ground, Sanath Nagar, Hyderabad-500018, Telangana. E-mail : rnath0668@gmail.com, nandiniadshyd@gmail.com, PAN No.: AANFN5769N GSTIN: 36AANFN5769N1ZA				Ph: 9676882909 8639488115 TAX INVOICE : NA/1389/2024/25 Sl.No: Date : 21/02/2025 Ro.No: Client Name : Mehta & Modi Realty Kowkur LLP Address : Sohan Mansion, 2nd Floor, 05-04-187, 3 & 4, Ph : M.G. Road, Hyderabad-500003. Ph: 8897323735 GSTIN: 36ABLFM7631F1Z3									
Main Category REAL ESTATE		Sub Category FLAT FOR SALE		Scheme 4 DAYS									
Sl. No.	Date of Insertion	Publications	Size	Editions	Type of Advertisement	Position	B/w Colour	Rate	Amount				
	28-02-2025 01-03-2025 02-03-2025 03-03-2025	TIMES OF INDIA	6 Lines	Hyderabad	CL	B/W	-	-	1,200-00				
						Total Gross Amount		1,200-00					
						CGST @ 2.50%		30-00					
						SGST @ 2.50%		30-00					
						Total Net Amount		1,260-00					
For NANDINI ADS						Cash/DD/Cheque No.		/Online		Bank:		Date:	
Bank Details Current Account Name : NANDINI ADS Bank Name : ICICI BANK Branch : SANATHNAGAR IFSC Code : ICIC0002361 Account No. : 236105000314													
*All Payments have to be made in favour of "NANDINI ADS"						Signature Advertiser/client							
(Authorised Signator)													

DEBIT VOUCHER

DEBIT VOUCHER			
Company/Firm	Mehra S. N. D. D. Brochery Knowledge		
Project	CHT		
Voucher No.			
Account head			
Paid to	CHT Brochery Distribution		
Towards/description of work	Busses GMP, CHT Brochery 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
CHT	APPROVED BY		

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