Weekly - Petty cash /expense card statement.

Name	G. MURALI MOHAN	Statement date	26/2/25
Prepared by	G Murali	Sign	G Murali
From period		To period	

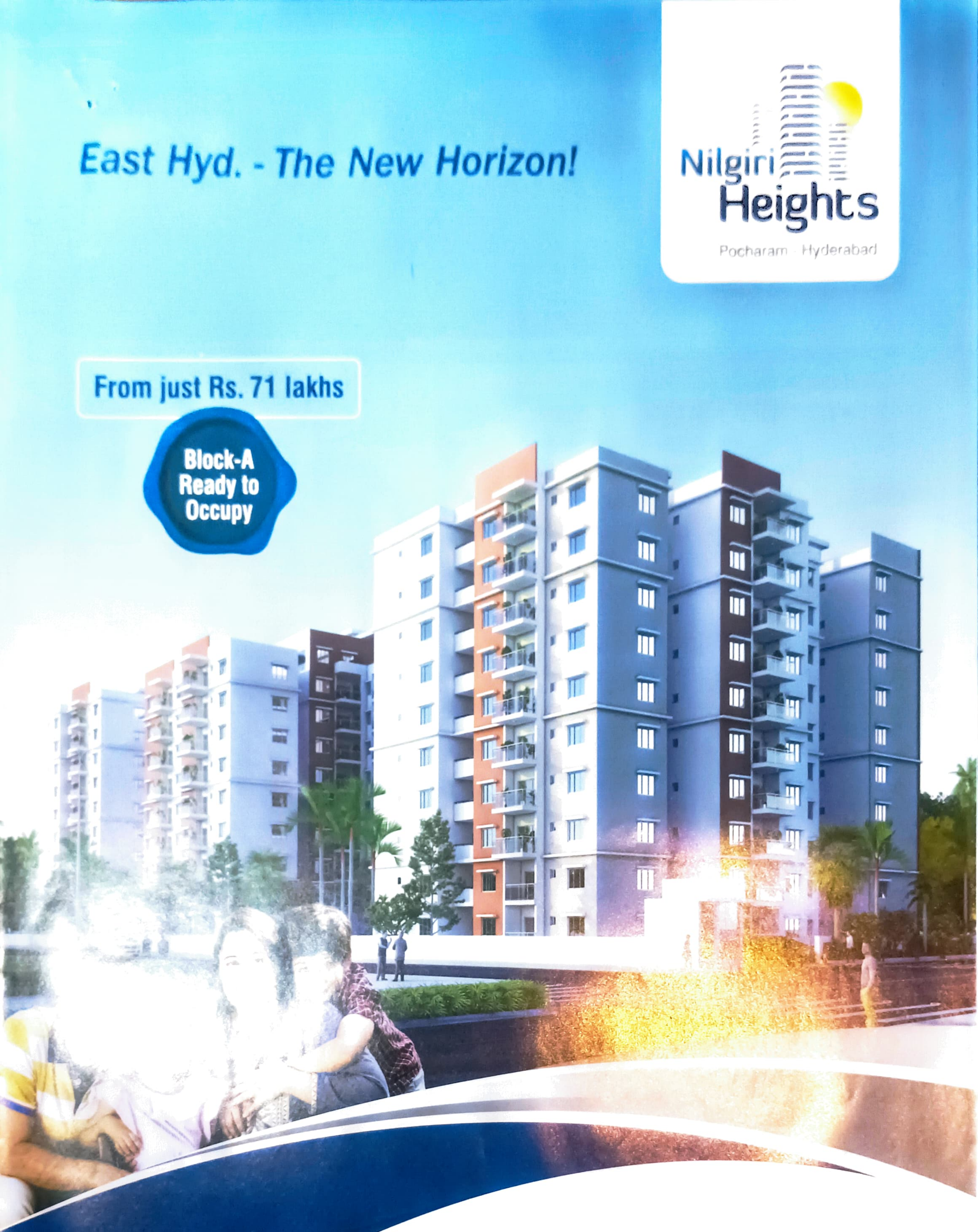
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi Reality	Pocharam LLP	NGH Brothers Distribution at	2200	Y N	Y N
2.			Firev Poor township		Y N	Y N
3.	,,	,,	Tea Service Sale Meeting	350	Y N	Y N
4.					Y N	Y N
5.					Y N	Y N
6.					Y N	Y N
7.					Y N	Y N
8.					Y N	Y N
9.					Y N	Y N
10.	Total			2550		

Amount to be credited by: Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other:

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED BY [illegible] E. PRASAD MANAGER-PROMOTIONS			
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 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	Mopi Reacity Pochavani LLP		
Project	NGH		
Voucher No.			
Account head			
Paid to	NGH Brochers Distribution		
Towards/description of work	NGH Brochers Distribution 500No, Singer Parrotown SHOP		
Location of work			
Amount in Rs.	2200/-		
Amount in words	Two thousand Two Hundred only		
Mode of payment			
	Cheque/trf No.	Date 26/2/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y MURA.	APPROVED BY E. PRASAD MANAGER-PROMOTIONS		



Website

MODI PROPERTIES

www.modiproperties.com

DEBIT VOUCHER

Company/Firm	Modi Realty Pachavaram UP		
Project	NGH		
Voucher No.			
Account head			
Paid to	Tea Sancus		
Towards/description of work	Tea Sancus Sale Meeting		
Location of work			
Amount in Rs.	350/-		
Amount in words	three Hundred fifty only		
Mode of payment			
	Cheque/trf No.	Date 26/2/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Ymh.	APPROVED BY E. PRASAD MANAGER-PROMOTIONS		