

# Weekly - Petty cash /expense card statement.

|             |                  |  |                |             |
|-------------|------------------|--|----------------|-------------|
| Name        | Y. MUKTAR MISHAN |  | Statement date | 26/2/25     |
| Prepared by | Y. MUKTAR MISHAN |  | Sign           | [Signature] |
| From period |                  |  | To period      |             |

| Sl No     | Debit to company        | Debit to project | Description of expense          | Amount | Bill enclosed | GST bill |
|-----------|-------------------------|------------------|---------------------------------|--------|---------------|----------|
| 1.        | Modi Properties Pvt Ltd |                  | MR Brothers Protection activity | 1950   | Y N           | Y N      |
| 2.        |                         |                  | Ormax Kushigawa, 3 boys         |        | 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. Total |                         |                  |                                 |        |               |          |

|                          |                         |                           |                     |                           |
|--------------------------|-------------------------|---------------------------|---------------------|---------------------------|
| Amount to be credited by | Transfer to Happy card, | Transfer to expense card, | Cash reimbursement, | Transfer to personal a/c. |
| Approved by:             | Other: Div. Manager     | Accountant                | Accounts Manager    | MD                        |
| Sign:                    | [Signature]             |                           |                     |                           |
| 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                | Modi Properties Pvt Ltd                                                    |                |                     |
| Project                     | MPL                                                                        |                |                     |
| Voucher No.                 |                                                                            |                |                     |
| Account head                |                                                                            |                |                     |
| Paid to                     | MPL Brochures Distribution                                                 |                |                     |
| Towards/description of work | 3 bags L&L mats<br>MPL Brochures Promotion activity D. mont leushie        |                |                     |
| Location of work            |                                                                            |                |                     |
| Amount in Rs.               | 1950/-                                                                     |                |                     |
| Amount in words             | One thousand Nine Hundred fifty only                                       |                |                     |
| Mode of payment             |                                                                            |                |                     |
|                             | Cheque/trf No.                                                             | Date 26/2/25   | Bank                |
|                             |                                                                            |                |                     |
| Prepared by                 | Approved by                                                                | Receivers Name | Receivers Signature |
| <i>[Signature]</i>          | <i>[Signature]</i><br><b>APPROVED BY</b><br>E. PRASAD<br>MANAGER PROMOTION |                |                     |



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