

DEBIT VOUCHER

For M/s. Modi Farm House (Hyderabad) LLP,
M/s. Serene Constructions LLP,
& M/s. Serene Clubs and Resorts LLP

Voucher No. _____

Date : 24/2/25

A/c. _____

		Rs.	Ps.
Paid to	mahendel	4200	-
towards	purchase of Stamp Paper 30% Serene		
	construction LLP		
Rupees	Four Thousand two hundred only		
Paid by	Cheque	4200	✓
	Cash		

Cheque No.

Dated

Drawn on Bank

Prepared by

Cheque
Cash

G.B. RAM BABU
ASST. GENERAL MANAGER-C.R.

Approved by

Receiver's Signature

APPROVED BY

G.B. RAM BABU
ASST. GENERAL MANAGER-C.R.

28 FEB 2025

APPROVED BY

24/2/25

**For M/s. Modi Farm House (Hyderabad) LLP,
M/s. Serene Constructions LLP,
& M/s. Serene Clubs and Resorts LLP**

Weekly - Petty cash /expense card statement.

Name		M. Mahendel		Statement date		28/2/25	
Prepared by				Sign			
From period		20/2/25		To period		27/2/25	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MFHLLP	serence	Purchase of Stamp Paper 3000	4200	☐ Y ☐ N	☐ Y ☐ N
2.					☐ 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.					☐ Y ☐ N	☐ Y ☐ N
11.	Total				☐ Y ☐ N	☐ Y ☐ N

Amount to be credited by ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other: 4200

Approved by: Div. Manager 28 FEB 2025 Accountant Accounts Manager MD

Sign: G.B. RAM BABU ASST. GENERAL MANAGER

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. MD's approval is required for expenses of over 10,000/- per week