Weekly - Petty cash /expense card statement.

Name	Ch Ramesh	Statement date	Card No:4629 5254 2716 5716
Prepared by	Ch Ramesh	Sign	
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GHT	GHT	Regd Post legal notice to lateef	108	☐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			108		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	28/02/20			

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

Mehta & Modi Realty Kowkoor LLP

Voucher No. ______

A/c. ______ Date : 28/2/25

Paid to GPO	Rs.	Ps.
towards Regd Post legal notice GHT for 1 ateet	108	-
Rupees One Hundred Eight only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	108	

Prepared by

Approved by

Receiver's Signature

भारतीय डाक
डाक सेवा-जन सेवा

India Post
Dak Sewa-Jan Sewa

RN143737949IN IVR:8778143737949
RL SECUNDERABAD H.O (500003)
Counter No:4,21/07/2025,11:49
To:SHO JAWAHAR NAGAR PS,.
PIN:500047, Malkajgiri S.O
From:MEHTA & MOD,.
Wt:39gms Ack Fee:3.00,REG=17.0
Amt:33.40,PS:2.00Tax:5.40,Amt.Paid:33.00(Cash)
(Track on www.indiapost.gov.in)

GHT

भारतीय डाक

<Dial 18002666868><Wear mask -Stay safe> India Post

RN119117587IN IVR:8278119117587
RL SECUNDERABAD H.O <500003>
Counter No:3,22/02/2025,03:44
To:MS PRASENJIT DAS,,
PIN:500010, Bolarum S.O
From:M HARI BABU,,
Wt:40gms Ack Fee:3.00,REG=17.0
Amt:35.40,Tax:5.40,Amt.Paid:35.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay

भारतीय डाक
India Post

RN119117595IN IVR:8278119117595
RL SECUNDERABAD H.O <500003>
Counter No:3,22/02/2025,03:44
To:SURAJ PRAKASH PANDEY,,
PIN:500010, Bolarum S.O
From:M HARI BABU,,
Wt:40gms Ack Fee:3.00,REG=17.0
Amt:35.40,Tax:5.40,Amt.Paid:35.00(Cash)
<Track on www.indiapost.gov.in>

भारतीय डाक
India Post

GHT - 506 & 706