

Weekly - Petty cash /expense card statement.

Name		U. MUKHARJAN		Statement date		6/12/25	
Prepared by		U. MUKHARJAN		Sign		U. MUKHARJAN	
From period				To period			

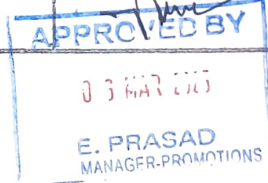
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Mod. Repair	Rehaviour up	NIH Brothers Portion activity 3 days	1950	Y N	Y N
2.					Y N	Y N
3.					Y N	Y N
4.					Y N	Y N
5.					Y N	Y N
6.					Y N	Y N
7.					Y N	Y N
8.					Y N	Y N
9.					Y N	Y N
10.	Total			1950		

Amount to be credited by	Transfer to Happy card, Other:	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	MOD: Beauty Pakhavan UP		
Project	NGH		
Voucher No.			
Account head			
Paid to	NGH Brothers Distribution		
Towards/description of work	D.M.A.T. Secs as D.M.A.T. AS Resonator NGH Brothers Promotion activity at Ramankh		
Location of work			
Amount in Rs.	1950/-		
Amount in words	One thousand Nine hundred fifty only		
Mode of payment			
	Cheque/trf No.	Date 6/3/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
CPW/12			



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