

Weekly - Petty cash /expense card statement.

Approved by	A.Suresh		Statement date	06-03-2025		
Prepared by	N.Sai Shivani		Sign			
From period	27-02-2025		To period	05-03-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK-LLP	GHT	Towards Purchase of M.Seal,R.E towards site use purpose.	1,990/-		☐ Y ☐ N
2.	MMRK-LLP	GHT	Towards Purchase of Wall mounted fan towards site use purpose.	2,000/-	☐ Y ☐ N	☐ Y ☐ N
3	MMRK-LLP	GHT	Toward Purchase of cutting plier ,hand gloves,tester,teflon tapes,m.seal towards site use purpose.	2,030/-	☐ Y ☐ N	☐ Y ☐ N
4					☐ Y ☐ N	☐ Y ☐ N
5					☐ Y ☐ N	☐ Y ☐ N
6						
7	Total			6,020/-		
Amount to be credited by						
Approved by:		Div. Manager	Accountant	Accounts Manager	MD	
Sign						
Date:		06-03-2025				

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	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Bhagwathi Electrical paints and sanitary		
Towards/description of work	Towards purchase of M.Seal,R.E towards site use purpose with inward no-17018.		
Location of work	Kowkoor		
Period	27-02-2025		05-03-2025
Amount in Rs.	1,990/-		
	one thousand nine hundred ninety rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

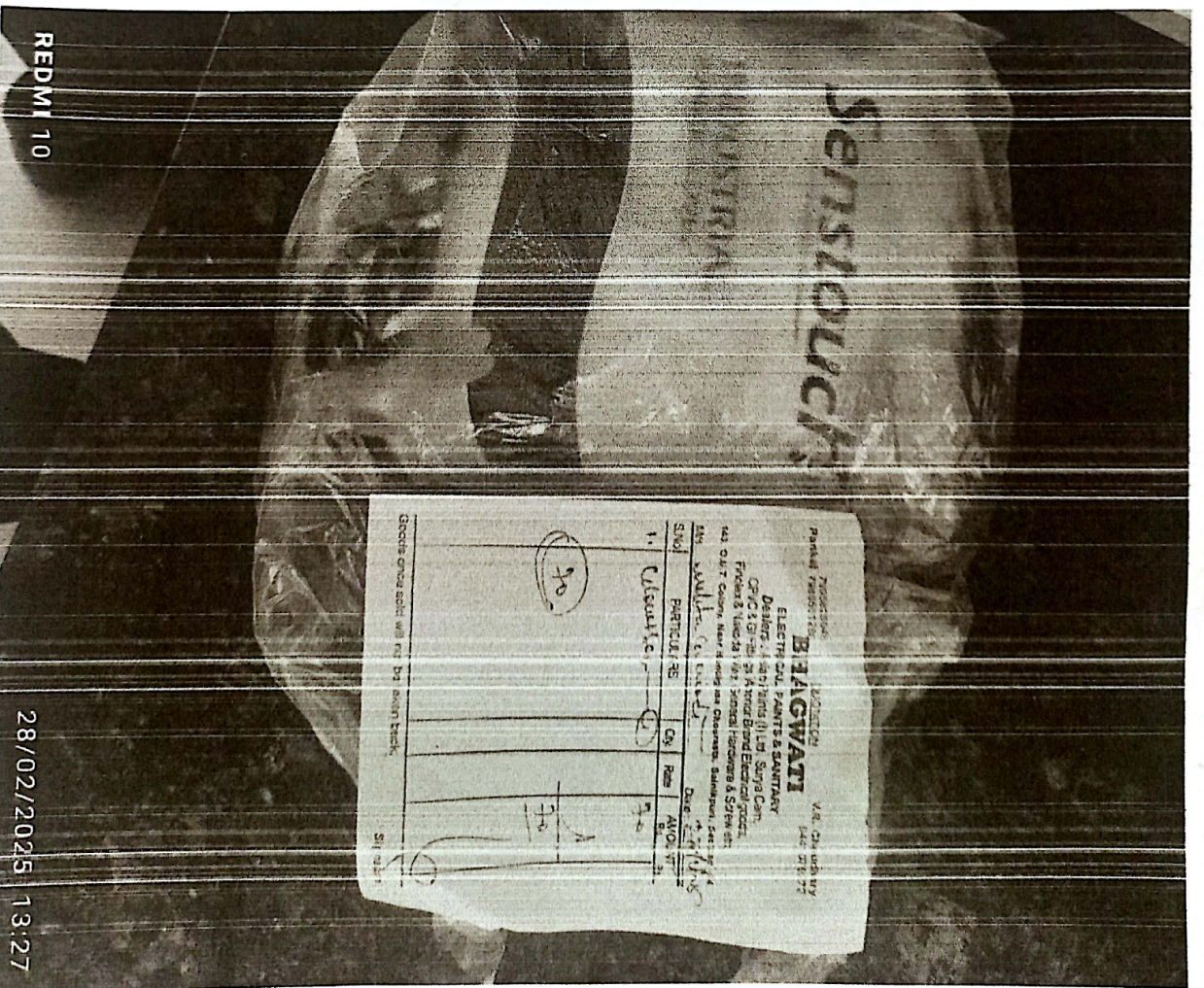
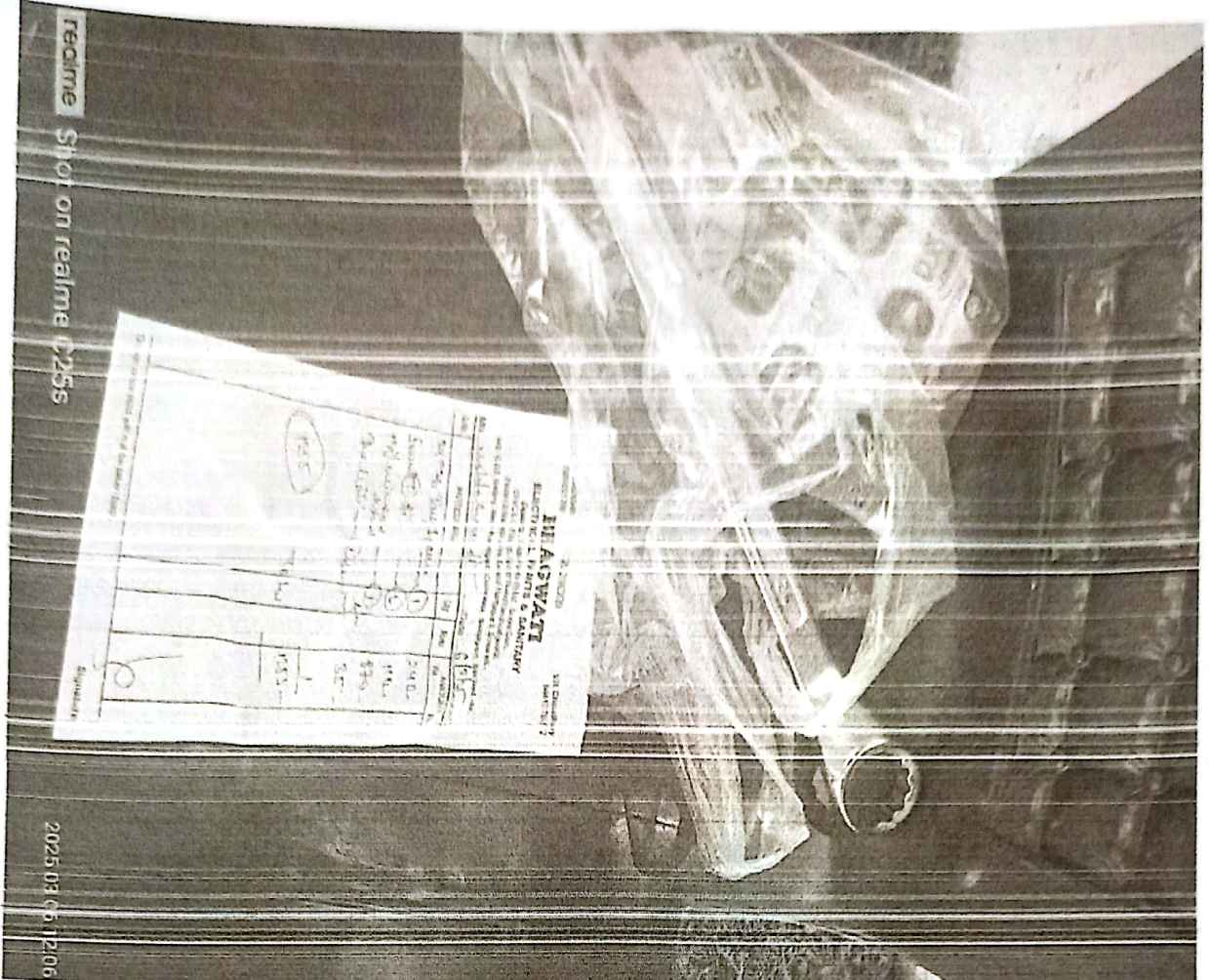
Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

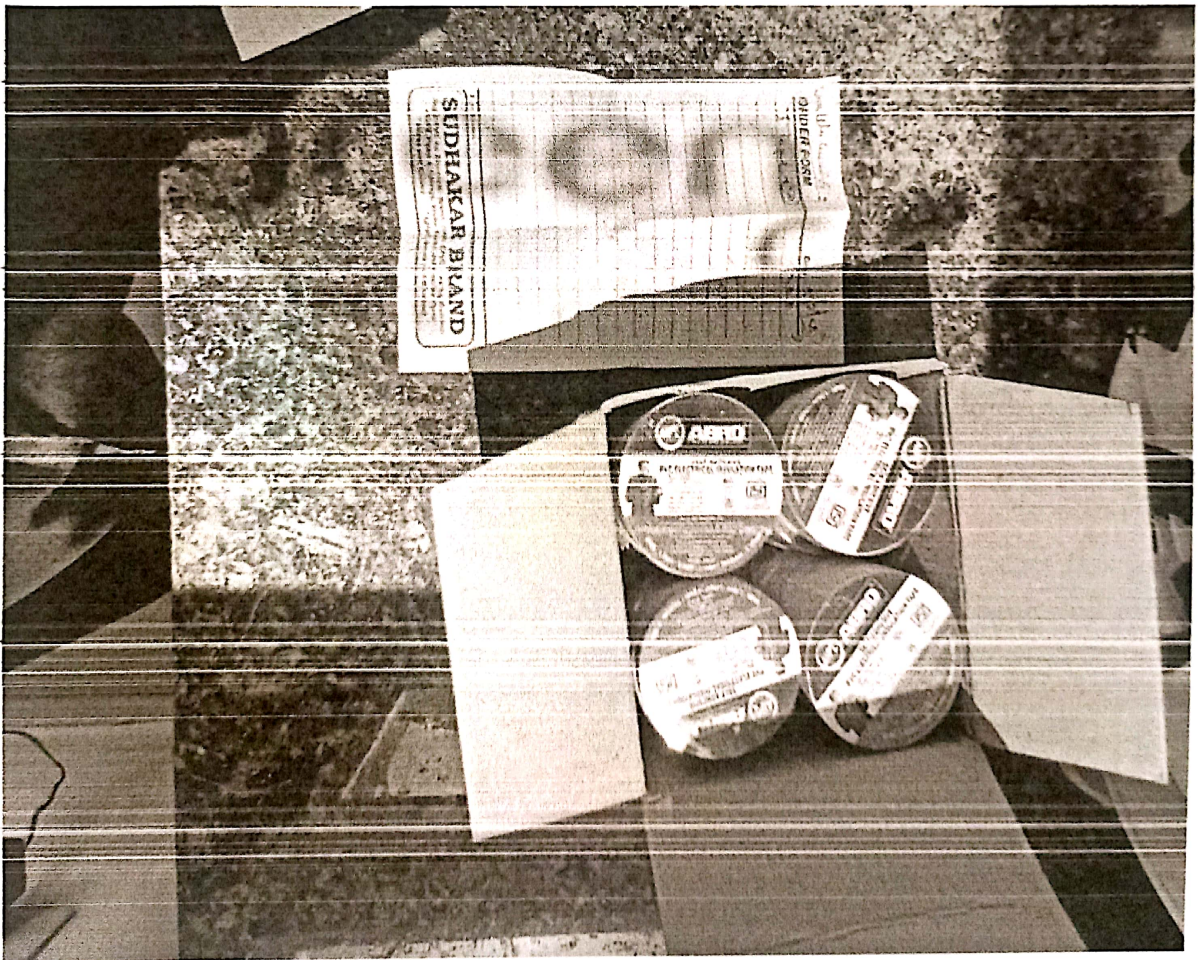
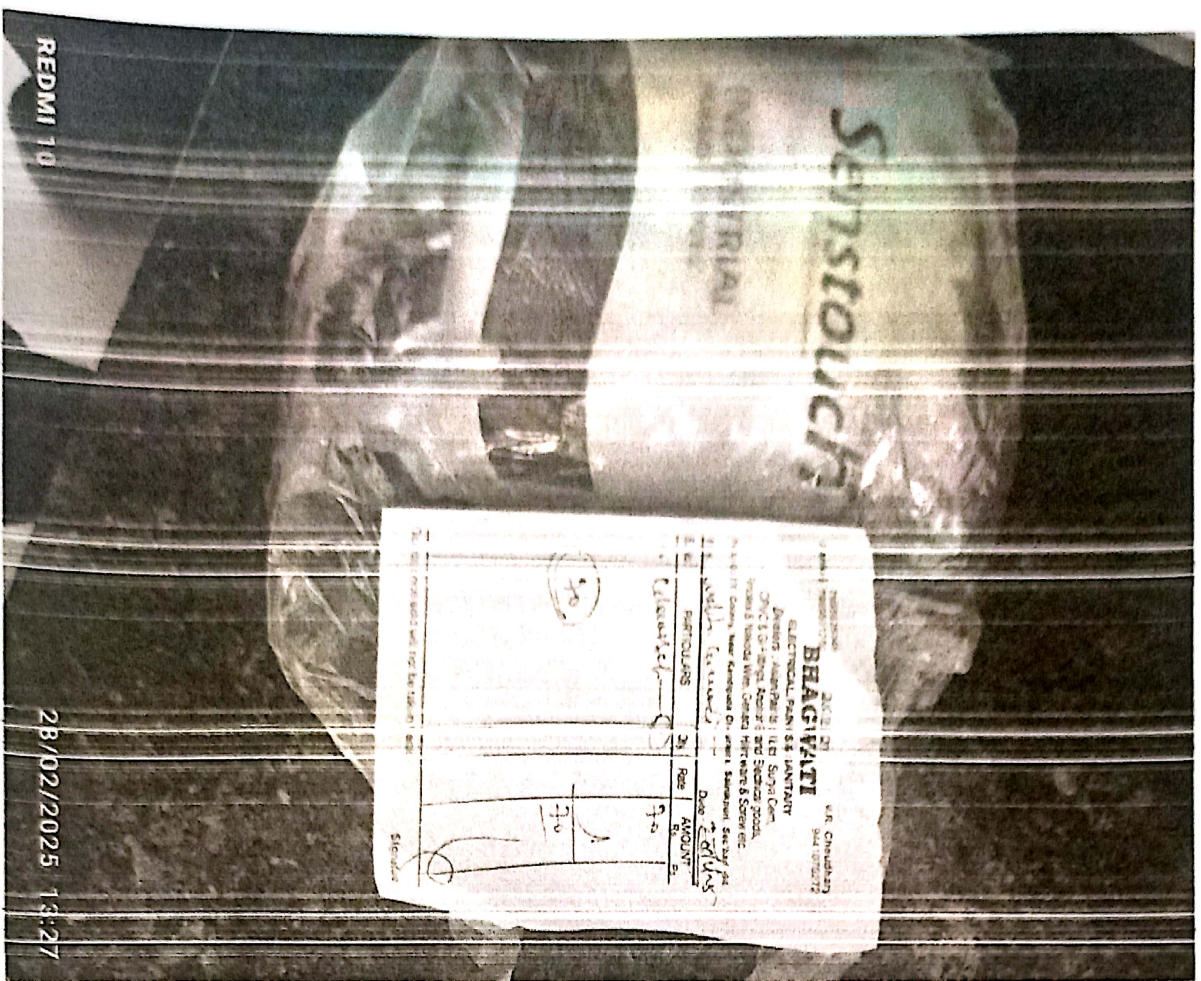
DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Bhagwathi Electrical paints and sanitary		
Towards/description of work	Towards purchase of Wall mount fan towards site use purpose with inward no-17025.		
Location of work	Kowkoor		
Period	27-02-2025		05-03-2025
Amount in Rs.	2,000/-		
	Two thousand rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Bhagwathi Electrical paints and sanitary		
Towards/description of work	Towards purpose of cutting pillar,hand gloves,tester,teflon tapes,m.seal towards site use purpose with inward no-17039.		
Location of work	Kowkoor		
Period	27-02-2025		05-03-2025
Amount in Rs.	2,030/-		
	Two thousand and thirty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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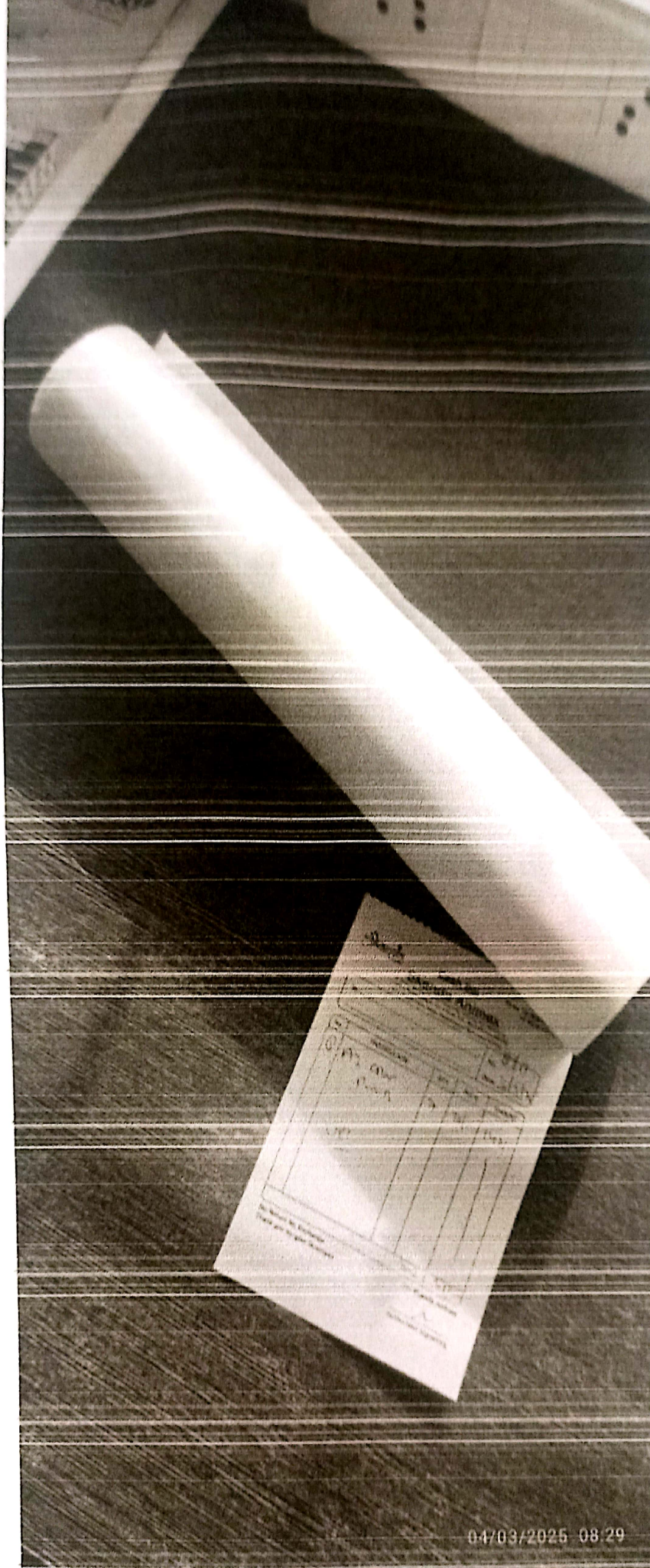
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Prepared by	N.Sai Shivani		Sign			
From period	27-02-2025		To period	05-03-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK -LLP	GHT	Towards purchase of News paper for the month of February .	450/-		☐ Y ☐ N
2.	MMRK-LLP	GHT	Towards drilling machine repairing purpose.	250/-	☐ Y ☐ N	☐ Y ☐ N
3.	MMRK-LLP	GHT	Towards purchase of washers towards site use purpose.	120/-	☐ Y ☐ N	☐ Y ☐ N
4.	MMRK-LLP	GHT	Towards purchase of A3 colour prints .	140/-	☐ Y ☐ N	☐ Y ☐ N
5.	MMRK-LLP	GHT	Towards Purchase of A3 prints.	140/-	☐ Y ☐ N	☐ Y ☐ N
6.					☐ Y ☐ N	☐ Y ☐ N
7.					☐ Y ☐ N	☐ Y ☐ N
8.						
9.	Total			1,100/-		
Amount to be credited by						
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		
Sign						
Date:	06-03-2025					

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DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Skanda Animex		
Towards/description of work	Towards Purchase of b/w Aspirin towards site use purpose.		
Location of work	Kowkoor		
Period	27-02-2025		05-03-2025
Amount in Rs.	140/-		
	one hundred Forty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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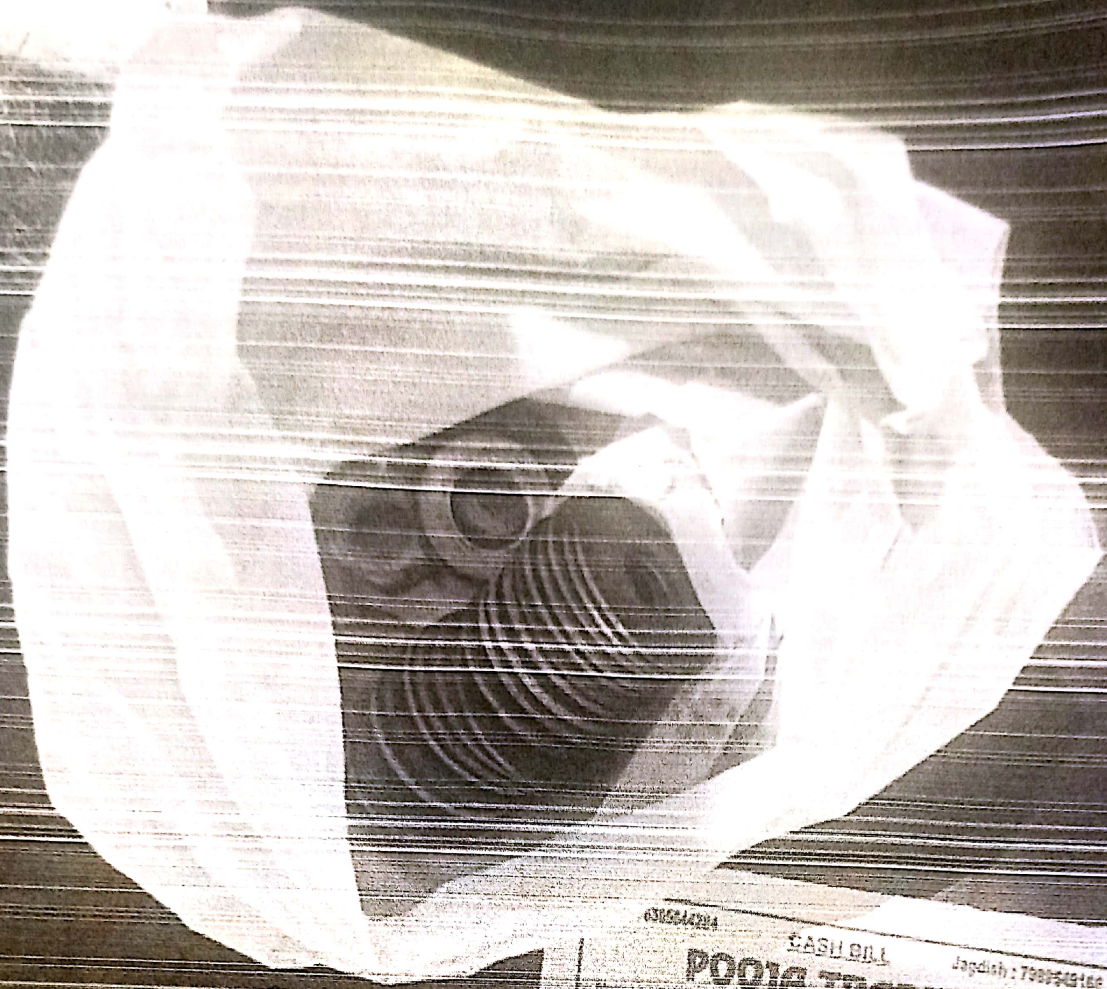


DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Skanda Animex		
Towards/description of work	Towards Purchase of A3 colour prints towards site use purpose.		
Location of work	Kowkooor		
Period	27-02-2025		05-03-2025
Amount in Rs.	140/-		
	one hundred Forty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Pooja Traders		
Towards/description of work	Towards purchase of washers towards site use purpose with inward no-17045.		
Location of work	Kowkoor		
Period	27-02-2025		05-03-2025
Amount in Rs.	120/-		
	one hundred twenty rupees Only.		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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63554294 CASH BILL Jagdish : 7909548186

POOJA TRADERS

Neeraj : 7979000000, 7979000000, 7979000000
Electronics, Computer, Mobile, etc.
Main Warehouse, Anand, Gujarat, India
Selling: Various types of Computer PPG Pipes, Etc.

No. _____ Date: 6/7/20

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT
1	WINDSO LT	100		1000
TOTAL				1000

Goods once sold will not be taken back.

For Pooja Traders

DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Sri Sai Ram Repairing Center		
Towards/description of work	Towards drilling machine repairing purpose with inward no-17043.		
Location of work	Kowkooor		
Period	27-02-2025		05-03-2025
Amount in Rs.	250/-		
	Two hundred fifty rupees Only.		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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SRI SAI RAM REPAIRING CENTER
SPL. MACHINE REPAIRING CENTER

BOSCH

Machine No. 7-2074 (MOTOR) & 7-2075 (PUMP) Date 07-03-2025

Sl. No.	Particulars	Qty	Rate	Amount
1	24 Hrs. Serv.			250.00
TOTAL				250.00

For Sri Sai Ram Repairing Center

Signature

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DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	SK MUSTHAFA		
Towards/description of work	Towards Purchase of News paper for the month of February .		
Location of work	Kowkooor		
Period	27-02-2025		05-03-2025
Amount in Rs.	450/-		
	Four Hundred fifty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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SK MUSTHAFA

News Paper & Magazine Suppliers

H.No. 4-777, Kowkooor, Secunderabad -500 010.

Pay using Oaytm or any UPI App



Wallet
& UPI



Cell : 7032368607

Card No.

SK MUSTHAFA

Name : Green wood Heights

Address :

Mobile No. :

Terms & Conditions
Payment Should pay before
10th of every month



PYMENT DETAILS

Month	Particulars	Amount	Balance	Total Amount	Date	Sign
Feb.	E+Ti	450	-	450	3/3/25	S
March						
April						
May						
June						
July						
Aug.						
Sept.						
Oct.						
Nov.						
Dec.						
Jan.						