Weekly - Petty cash /expense card statement.

Name	D. Shiva Shankar	Statement date	07/03/25
Prepared by	D. Shiva Shankar	Sign	[illegible]
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MP SVC	MP SVC	Local Purchase milk	112	☑Y ☐N	☐Y ☑N
2.	MP SVC	MP SVC	FASTAG recharge 7968	200	☑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			312/-		

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:	APPROVED BY MAR 2025 G. JAI KUMAR AGM-HR & Admin			
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 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

MPSVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 06/03/25

Paid to	Local Purchase	Rs.	Ps.
towards	Purchasing of Micic Receivers for	112	00
	Coffee Machine M.D. Sir		
Rupees	One Hundred Twelve only		
Paid by Cheque / Cash ✓	Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	112	00

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : [illegible]

Paid to	[illegible]	Rs.	Ps.
towards	[illegible]	112	80
	[illegible]		
Rupees	[illegible]		
Paid by Cheque / Cash	Cheque No ____ Dated ____ Drawn on Bank ____	112	[illegible]

Prepared by   Approved by   Receiver's Signature

Local. Purchase 06/03/

1, mtile Battery 14x8 11

112

112

CHECKED
SECURITY/SUP.
By: Dt: 6/3/28

Modi Properties Pvt. Ltd.		Version-47	
Note on Vacancies:			
Report to be submitted on Wed and Sat.			
S.No.	Position	Company/ Project	Divisi
1	Construction Manager/Engineering in Construction management	MPSVC	E &
2	Construction Manager/Engineering in Construction management	MPSVC	E &
3			
4	QS Engineer	HO	Q S
5	Project manager	AMTZ	Constr
6	Project manager	AMTZ	Const
7	Architect	MPSVC	E
8	Sr.Engineer	AMTZ	Const
9	Sales	GMR	S
10	Architect	MPSVC	E
11	Sales Front Desk Exective	SOV	Sales
12	Sales Exective		Sales
13	Sr. Sales Exective	AGH	Sales
14			Sales
15	QS Engineer	HO	Sr. Quan

MP SVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ______________________________ Date : 26-02-2025

Paid to Fastag Recharge (Ch. mishra)	Rs.	Ps.
towards for Alto car fastag Rechang on 25-02-2025 wat to Bhongir SRO office with Sanjay Sir Given by Jaikumar Sir.	200=	00
Rupees Two hundred Rupees Only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	200=	00

Prepared by

Approved by

Receiver's Signature

Paid

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date 26-02-2025

Paid to [illegible] Exchange ([illegible])	Rs.	Ps.
towards for Alto car [illegible] Booking ex.	200	00
25-02-2025 went to [illegible] SRO office		
with Sanjay Sir driven by Jai Kumar Sir.		
Rupees Two Hundred Rupees Only		
Paid by Cash / Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	200	00

Prepared by

Approved by

Receiver's Signature

FASTag Recharge successful
02:48 PM on 25 Feb 2025

FASTag Recharge for

Kotak Mahindra Bank - Fastag ₹200
TS10FA7968

Bill Details

Customer Name : Balakrishna Gouroju

Payment details

Transaction ID
NX2502251447462977685819 1

Bharat Connect Transaction ID
PP015056BX2BR1546077

Debited from

XXXXXX8810 ₹200

UTR: 281252712545

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UPI AXIS BANK