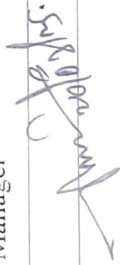



Weekly - Petty cash /expense card statement.

Name		E. Nagao		Statement date	20/3/25		
Prepared by		E. Nagao		Sign	E. Nagao		
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	Gst bill	
1.	Mentys Mod	Reality Kowkewup	A3 size spray foam	640	Y	N	
2.					Y	N	
3.					Y	N	
4.					Y	N	
5.					Y	N	
6.					Y	N	
7.					Y	N	
8.					Y	N	
9.					Y	N	
10.	Total			640			
Amount to be credited by		Transfer to Happy card,		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	Mehar's Mopii Reality Kowalek LLP		
Project	LHT		
Voucher No.			
Account head			
Paid to	Lepaleshi Digital		
Towards/description of work	A3 size SIM Rearr board		
Location of work			
Amount in Rs.	6401 -		
Amount in words	Six Hundred forty one		
Mode of payment			
	Cheque/trf No.	Date 20/8/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
P. H. W. S.			



Complete Sign Solutions

Shop No. 1,2, H.No.11-34, Beside Bus Stop,
Annapurna Enclave, Behind Kanaka Durga Wines
Near Sathyanarayana Colony, Road No. 13,
Nagaram, Keesara Mdl., Medchal-Malkajgiri Dt.
Mobile : 9000123245
E-mail : lepakshidesign@gmail.com

JOB CARD

S.No. : **606**

Date : **8/03/2025**

To
M/s. **Mehta and Modi Reality**
Kowkue UP. MU Road

Sl. No.	PARTICULARS	QTY	RATE	AMOUNT	
				Rs.	Ps.
1.	A3 size 5mm foam board with eco solvent and matt lamination	2	320/-	640	1/-

Rupees in Words : **Six hundred**
fourty only

TOTAL

640/-

Receiver's Signature

For Lepakshi Digital

Authorized Signature