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	cash bag & passport size photos	2420	☐Y ☐N	☐Y ☐N
2.	GHT	GHT	Regd Post	105	☐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			2525		

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:	21/03/25			

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 Kowkcor LLP

Voucher No. ______

A/c. ______

	Rs.	Ps.
Paid to Sai Mohiza bags / Photostudio		
towards Purchase of cash bags 10 nos @ 220/- &	2200	00
Passport size photos	220	00
Rupees Two Thousand Four Hundred Twenty only		
Paid by Cheque / Cash — Cheque No. ______ Dated ______ Drawn on Bank ______	2420	00

Date : 21/3/25

Prepared by

Approved by

Receiver's Signature

~~ESTIMATE~~

OM SAI RAM

Ph : 9440723967

SAI MONICA BAGS

7-1-532/3, Bandimet, Maruthi Veedhi,
Opp. Rama Lodge, Secunderabad - 03. T.S.

No.

M/s.

Date 21/3/25

Qty	Particulars	Rate	Amount Rs. Ps
10	canvas cash bags	220/-	2200-00
		TOTAL	2200-00

For SAI MONICA BAGS

CASH / CREDIT MEMO

From :

Date 15/3/25

M/s.

No.

Qty.	Particulars	Rate.	Amount Rs.	Amount Ps.
	Passport photos (60)		220	00
		TOTAL	220-00	

Visit Again

Thank 'Q'

Goods once sold will not be taken back.

Signature

DEBIT VOUCHER

Mehta & Modi Realty Ikonkeer LLP

Voucher No. ____________

A/c. ____________

Paid to GPO Date : 21/3/25

towards Regd Post payment intimation letter GHT 317, 602, 515

Rs.	Ps.
105	-
105	-

Rupees One Hundred five only

Paid by Cheque / Cash | Cheque No. | Dated | Drawn on Bank

Prepared by

Approved by

Receiver's Signature

भारतीय डाक

India Post

RN143843032IN IVR:8278143843032
RL SECUNDERABAD H.O <500003>
Counter No:3,11/03/2025,13:14
To:PRIYANKA MISH..
PIN:500076, I.E.Nacharam S.O
From:MODI PROPERTIES.. GHT-317
Wt:20gms,REG=17.0
Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -St

भारतीय डाक

India Post

RN143843029IN IVR:8278143843029
RL SECUNDERABAD H.O <500003>
Counter No:3,11/03/2025,13:14
To:K SARADA K SAI CHARAN..
PIN:500076, I.E.Nacharam S.O
From:MODI PROPERTIES.. GHT-602
Wt:20gms,REG=17.0
Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -St

भारतीय डाक

India Post

RN143843117IN IVR:8278143843117
RL SECUNDERABAD H.O <500003>
Counter No:3,11/03/2025,13:14
To:VENKATA RAMANA MURTHY V..
PIN:500076, I.E.Nacharam S.O
From:MODI PROPERTIES.. GHT-515
Wt:20gms,REG=17.0
Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
<Track on www.indiapost.gov.in>