

Weekly - Petty cash /expense card statement.

Name		E. Prasanna		Statement date		27/3/25	
Prepared by		Prasanna		Sign		Prasanna	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	1900: Reacell material 1kg		5000 Reacell material '874' 8.12	6800	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			6800			
Amount to be credited by		Transfer to Happy card.		Transfer to expense card.		Cash reimbursement, Transfer to personal a/c.	
Approved by:		Other:		Accounts Manager		MD	
Sign		Div. Manager		Accounts Manager		MD	
Date							

APPROVED
7 MAR 2025
MANAGER

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original statement to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Sunday. 4. If original statement with vouchers received without 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 10,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER			
Company/Firm	Modi Beauty Makeover		
Project	CHK		
Voucher No.			
Account head			
Paid to	LePaleshi Digital		
Towards/description of work	200 No, 200 No , 5M board with eco solvent size 84x		
Location of work			
Amount in Rs.	6800/-		
Amount in words	Six thousand Eight hundred only		
Mode of payment			
	Cheque/trf No.	Date 27/3/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
J. H. K.	[Signature]		

APPROVED BY

27 MAR 2025

E. PRASAD
MANAGER PROMOTION

*Lepakshi
Digitals*

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

To

M/s. *Modi Reality Mallapur. U.P.*
MG Road, Hyderabad.

JOB CARD

S.No. : **469**

Date : *23/03/2025*

Sl. No.	PARTICULARS	QTY	RATE	AMOUNT	
				Rs.	Ps.
1.	5mm foam board with eco solvent. Size 8" x 4"	200	34	6800	1-
Rupees in Words : <i>Sim. thousand</i> <i>eight hundred rupees only.</i>		TOTAL		6800	1-

Receiver's Signature



For **Lepakshi Digitals**

Supra
Authorised Signature