

Weekly - Petty cash / expense card statement

Name		K. Prasad	
Prepared by		Prasad	
From period			
Statement date	27/8/25	Sign	Prasad
To period			

Sl	No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.		Mod. Healthy Movement Up		5m beam band 1 @ 48.2c	5100	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				5100		

Amount to be credited by
 Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.

Approved by:	Div. Manager	Other:	Accounts Manager	MD
Sign:				
Date:				

APPROVED BY
 27 MAR 2025
 MAHESH PRASAD
 ACCOUNTANT

Notes: 1. Scanned copy of this statement to be submitted before 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 voucher is not received within 2 weeks is not received 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. MD's approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER			
Company/Firm	MODI BROTHERS MANUFACTURERS		
Project	CHM		
Voucher No.			
Account head	Lebanese Dignities		
Paid to	150 NO.		
Towards/description of work	5M heavy bands with eco solvent size 8th		
Location of work	51001		
Amount in Rs.	One thousand one hundred only		
Amount in words			
Mode of payment	Cheque/bf No.	Date 27/7/25	Bank
Prepared by	Approved by	Receiver's Name	Receiver's Signature
J. H. M.	J. H. M.		

APPROVED BY

APPROVED BY
2 / MAR 2025
E. PRASAD
MANAGER PROMOTION

**E. PRASAD
MANAGER PROMOTION**

**E. PRASAD
MANAGER PROMOTION**



Complete Sign Solutions

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

To

M/s. *Moti Relivity Malleswara CP*

M/s.

Ms. Ravi. Hyderabad.

JOB CARD

S.No. : **611**

Date : *25/07/2025*

Sl. No.	PARTICULARS	QTY	RATE	AMOUNT Rs. Ps.
1.	<i>5 mm foam board with eco solvent size 8" x 4"</i>	<i>150</i>	<i>34</i>	<i>5100/-</i>
Rupees in Words : <i>Five thousand one hundred rupees only.</i>		TOTAL	5100/-	

Receiver's Signature

For Lepakshi Digitals

Authorised Signature