

Weekly - Petty cash /expense card statement.

E. Prasad		Statement date	27/3/25		
Prasad		Sign	Prasad		
		To period			
to company	Debit to project	Description of expense	Amount	Bill enclosed Y N	GST bill Y N
U.S. HODI	Healthy Kowalewup	5MM foam boards size '8x4'	5100	Y N	Y N
				Y N	Y N
				Y N	Y N
				Y N	Y N
				Y N	Y N
				Y N	Y N
				Y N	Y N
				Y N	Y N
				Y N	Y N
			5100		
credited by	Transfer to Happy card,	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.	
Other:					
Div. Manager	Accountant	Accounts Manager	MD		

1. Original 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 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 1000/- per week. MDs approval is required for expenses of over 10,000/- per week



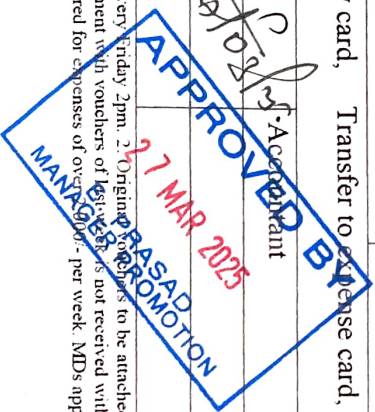
Weekly - Petty cash /expense card statement.

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.	Melkias Hood	Prasanna Kaulanur	5M floor boards size 8'x4'	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		

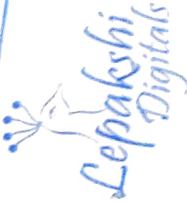
Amount to be credited by	Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Div. Manager	Accounts Manager		
Sign:				
Date:				

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 less than 10,000/- 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 10,000/- per week. MDs approval is required for expenses of over 10,000/- per week.



DEBIT VOUCHER			
Company/Firm	Nehal's Modi Realty Kowaleup		
Project	C/117		
Voucher No.			
Account head			
Paid to	LePaleshi Digital		
Towards/description of work	5MM Board board size '814' 1500 , 15		
Location of work			
Amount in Rs.	5100/-		
Amount in words	Five thousand One hundred Only		
Mode of payment			
	Cheque/trf No.	Date 27/3/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signa
Y. HRS.	Julie		

APPROVED BY
27 MAR 2025
E. PRASAD
MANAGER PROMOTION



Complete Sign Solutions

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

To

M/s. Nanta & Modi Realty

Kaukale LLP

Ma Road, Hyderabad.

JOB CARD

S No. : **605**

Date : **25/03/2025**

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

For **Lepakshi Digital**

Receiver's Signature 

Authorized Signature 