

Weekly - Petty cash /expense card statement.

(Common expense)

Name		Statement date		Bill		GST bill	
E. Prasad		27/3/25		enclosed			
Prepared by		Sign					
From period		To period					
Sl No	Debit to company	Debit to project	Description of expense	Amount			
1.	Modi Properties Pvt Ltd		Lunch expense G RUTHA PRAVEESH	5000	Y	N	Y
2.			USAVANA PROPERTY & HOWAT MAGOLE		Y	N	Y
3.		MPL CHM NGH SOV	20448 22/3/25 23/3/25 SMO,		Y	N	Y
4.					Y	N	Y
5.	11		'Gate' fuel HNO, G RUTHA PRAVEESH	3264	Y	N	Y
6.			USAVANA PROPERTY & HOWAT MAGOLE		Y	N	Y
7.	11		LABOUR CHARGES IN	800	Y	N	Y
8.	11		TUFF BOND PLAYING ET FLX	400	Y	N	Y
9.					Y	N	Y
10.	Total						
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	Accountant	Accounts Manager	MD		
Sign:							
Date:							

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Officers/employees to be attached to this statement and send to respective accounts at 11 AM on respective of scanned statement.

27 MAR 2025

PRASAD PROMOTION

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 after 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 over 2,000/- per week. MDs approval is required for expenses over 10,000/- per week.

above amount Rs. 9464/- to be divided equally to.

1) NGH - Rs. 2364/-
 2) SOV - Rs. 2366/-
 3) MPL - Rs. 2366/-
 4) SMO - Rs. 2366/-

Total Rs. 9464/-

Prasanna

DEBIT VOUCHER

Company/Firm	Modi Properties Pvt Ltd		
Project	MPL, GMR, NGH SON		
Voucher No.			
Account head			
Paid to	Lunch expense		
Towards/description of work	Property Show at Nagole Ritz 2, Anand Kishore's Lunch expense GRUHA PRAVESH UTSAVAM		
Location of work	Himashan PRASAD 2 DAYS 22/3/25 & 23/3/25		
Amount in Rs.	5000/-		
Amount in words	five thousands only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
G. P. V. R. S.			

APPROVED BY
27 MAR 2025
E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER

Company/Firm	MODI Properties Pvt Ltd		
Project	NPL GNR NCH SN		
Voucher No.			
Account head			
Paid to			
Towards/description of work	Property Show at Nagole '8x6' flats 4th NO, GRUHA PRAVESH UTSAVAM		
Location of work			
Amount in Rs.	3264/-		
Amount in words	three thousand six hundred four only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
			

APPROVED BY

27 MAR 2025

E. PRASAD
MANAGER PROMOTION

Om Sri Sai

Ph : 66620489

©:6309343489

R. V. XEROX

LG-3, Skill Spectrum Complex, Beside TTD Temple,
Opp. Dadu's Sweets, Himayathnagar, Hyderabad - 29.

CASH MEMO

No. 2581

Date : 22/03/2025

M/s. Modi properties Pvt Ltd.

No.	Particulars	Qty.	Amount
1.	B/W Xerox / Prints	192	3264
2.	Colour Xerox / Prints		
3.	D.T.P. (Telugu & English)		
4.	A0 Xerox / Prints		
5.	A0 B/W & Colour Plotting		
6.	A0 B/W & Colour Scanning		
7.	Lamination		
8.	Ammonia Prints		
9.	Spiral/Thermal/Wiro Binding / PVC Cards		
Flexes 08 x 6 mounting			
TOTAL			3,264 ₹

Signature

DEBIT VOUCHER			
Company/Firm	MODI PROPERTY PRIVATE		
Project	MPL GNR HIGH SCHOOL		
Voucher No.			
Account head			
Paid to	LABOUR CHARGES 21/3/25		
Towards/description of work	GRUHA PRAVESH UTSAVAN PROPERTY SHOWET HAZLE LABOUR CHARGES STALL PREPAID 'STB' boards		
Location of work			
Amount in Rs.	800/-		
Amount in words	Eight Hundred only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
CHURRA			

APPROVED BY

27 MAR 2025

E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER			
Company/Firm	MODI PROPERTIES PVT LTD		
Project	MPL GMR NGH SON		
Voucher No.			
Account head			
Paid to	LAXMI ELECTRICALS 3		
Towards/description of work	GIRIJA PRAVESH UTSAVAN Property Showd Ngole TUFF BOND Plasthyet flt 8+6 boards		
Location of work			
Amount in Rs.	400/-		
Amount in words	Four Hundred only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
G. H. H. H.			

APPROVED BY

27 MAR 2025

E. PRASAD
MANAGER PROMOTION

GSTIN : 36ADJPC4141L1ZM

CASH BILL

Cell : 8790586870



LAXMI ELECTRICALS & SANITARY HARDWARE

Stockist in : Electrical, Paints, Sanitary, White Cements,
Prince SWR PVC Pipes, Anchor Fitting, Finolex, CPVC Ashirvad.
Plot No.6, Jodimetla Main Road, Chowdhariguda Panchayat,
Ghatkesar (M), Medchal Dist - 501301 T.s.

S.No **971**

Date : 21/3/25

Name : Modi Properties Pvt Ltd

S. No.	PARTICULARS	HNS Code	Qty	Rate	Amount Rs. Ps.
	Tuff BOND		8	50	400
				TOTAL	400

APPROVED BY

27 MAR 2025

E. PRASAD
MANAGER PROMOTION

Goods once sold cannot be taken back
or exchanged.

For LAXMI ELECTRICALS
& SANITARY HARDWARE

Signature