(Common expense)

Weekly - Petty cash /expense card statement.

Name	G. Murali Mohan	Statement date	27/3/25
Prepared by	Gmurali	Sign	Gmurali
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi Properties	Pvt Ltd	Atm charges	216	Y N	Y N
2.	,,	,,	Rapido Ho to Jubilee ph-280	156	Y N	Y N
3.	,,	,,	Visiting card 600 No,	990	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			~~[illegible]~~ 1362		

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:	[signature] 27/3/25			
Date:				

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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			
Company/Firm	Modi Properties Pvt Ltd		
Project			
Voucher No.			
Account head			
Paid to	ATM CHARGES		
Towards/description of work	ATM CHARGES ICICI Bank		
Location of work			
Amount in Rs.	216/-		
Amount in words	Two Hundred Sixteen only		
Mode of payment			
	Cheque/trf No.	Date 27/3/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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DEBIT VOUCHER			
Company/Firm	Modi Properties PVT LTD		
Project			
Voucher No.			
Account head			
Paid to	Rapido Charges		
Towards/description of work	Rapido HEAD to Jubilee Plaza Bag Delivery		
Location of work			
Amount in Rs.	156/-		
Amount in words	One thousand fifty six only		
Mode of payment			
	Cheque/trf No.	Date 27/3/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Yanet.	[signature]		

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7:18 PM 62%

← Details

Tickets

You rated Manish Chawan

RIDE DETAILS

National Insurance Company Ltd
Second floor, 5-4-187/5, National Highway 9, K...

322, Venkatagiri
Jubilee Hills, Hyderabad, Telangana 500033, In...

Duration	66.1 mins
Distance	12.9 kms
Ride ID	RD17424735462961435

INVOICE

Total Fare	**₹156.0**
Ride Charge	₹153.05
Booking Fees & Convenience Charges	₹2.95

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Send via Email

SUPPORT

DEBIT VOUCHER

Company/Firm	Modi Properties Pvt Ltd
Project	
Voucher No.	
Account head	
Paid to	PRIYANKA PRINTERS
Towards/description of work	Visiting Cards 600 No
Location of work	
Amount in Rs.	990/-
Amount in words	Nine Hundred Ninety only
Mode of payment	

	Cheque/trf No.	Date 27/3/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

APPROVED BY

27 MAR 2025

E. PRASAD
MANAGER PROMOTION

TAX INVOICE CASH / CREDIT

Cell : 98495 58805
93987 02763

PRIYANKA PRINTERS

★ OFFSET PRINTING ★ SCREEN PRINTING ★ LETTER PADS
★ INVITATIONS ★ VISTING CARDS ★ ID CARDS ★ BROUCHERS ★ PHAMPLATES
★ OFFICE FILES ★ STICKERS ETC.,

9-5-80/2A, Anjaiaha Nagar, Old Bowenpally, Hyderabad - 500 011, Telangana State.
Email : priyankaprinters4@gmail.com

No. 771

Date : 12/2/25.

M/s Modi properties Services.
M.G. Road, Secunderabad.

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1)	Sayed Waseem Akhtar vice president		200	1.65	330=00
2)	p. prabhakar Sr. Manager procurement		200	1.65	330=00
3)	B. Meenaskhi Goud Engineer		200	1.65	330=00

INWARD
Inward No: 563 Dt: 12/2/25
MRN No: Dt:
Received By: Jamarsh

04 MAR 2025
P. PRASAD
MANAGER-PRO

E. & O.E.

Rupees Nine hundred Ninety only

Bank Details
Bank : Punjab & Sind Bank
A/c : 03191100022739
Branch : Secunderabad Park Lane
IFSC Code : PSIB0000319

CGST	—
SGST	—
TOTAL	990=00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

For PRIYANKA PRINTERS