Weekly - Petty cash /expense card statement.

	G.MURALI MOHAN	Statement date	27/3/25
d by	G.MURALI	Sign	G.Murali
riod		To period	

bit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
				Y N	Y N
100: Reality	Pahadi Up	NGH Brothers Promotion activity 3 bags	1950	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
l			1950		

be credited by	Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
by:	Div. Manager	Accountant	Accounts Manager	MD
	27/3/25			

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. 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
pted 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
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 Realty Pocharam LLP		
Project	NGH		
Voucher No.			
Account head			
Paid to	NGH Brothers Distribution		
Towards/description of work	Ramanthapur D mart & Apt Ramanthapur NGH Brothers Promotion activity Shops		
Location of work			
Amount in Rs.	1950/-		
Amount in words	One thousand Nine Hundred fifty 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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