Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	27-03-2025
Prepared by	N.Sai Shivani	Sign	
From period	20-03-2025	To period	26-03-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SJK	DP24	Towards Purchase of R.E 4lt Towards site use purpose..	2,425/-		□Y □N
2.	SJK	Dp24	Towards Purchase of R.E 4lt Towards site use purpose.	2,040/-	□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.						
9.	Total			4,465/-		

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign				
Date:	27-03-2025			

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 GV Venture LLP		
Project	Vivopolis		
Voucher no.	1		
Account head			
Paid to	Bhagwathi Electrical paints and sanitary		
Towards/description of work	Towards purpose of R.E 4lt towards site use purpose.		
Location of work	Bowenpally		
Period	20-03-2025		26-03-2025
Amount in Rs.	2,425/-		
	Two thousand Four hundred twenty five rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

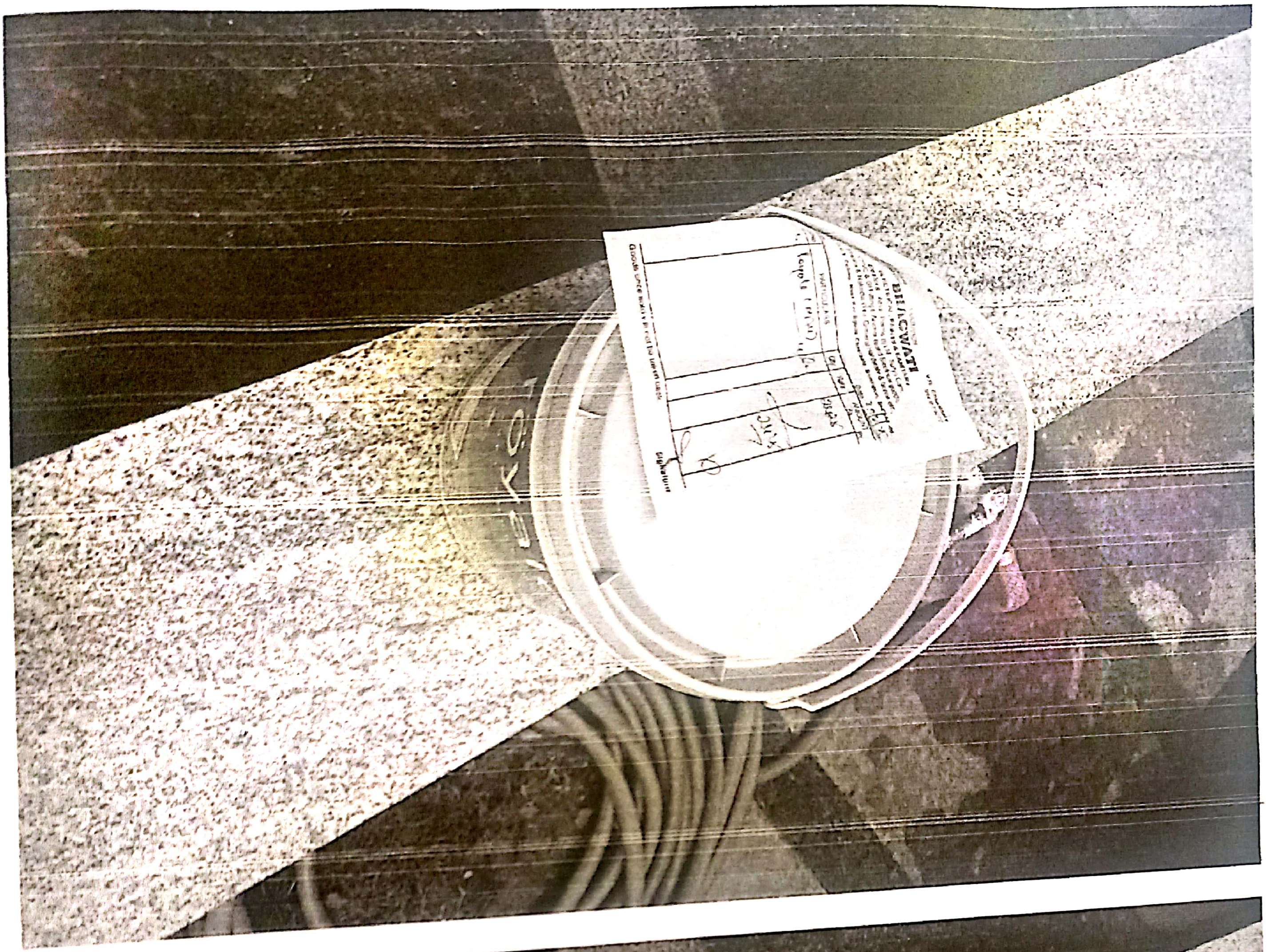
Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

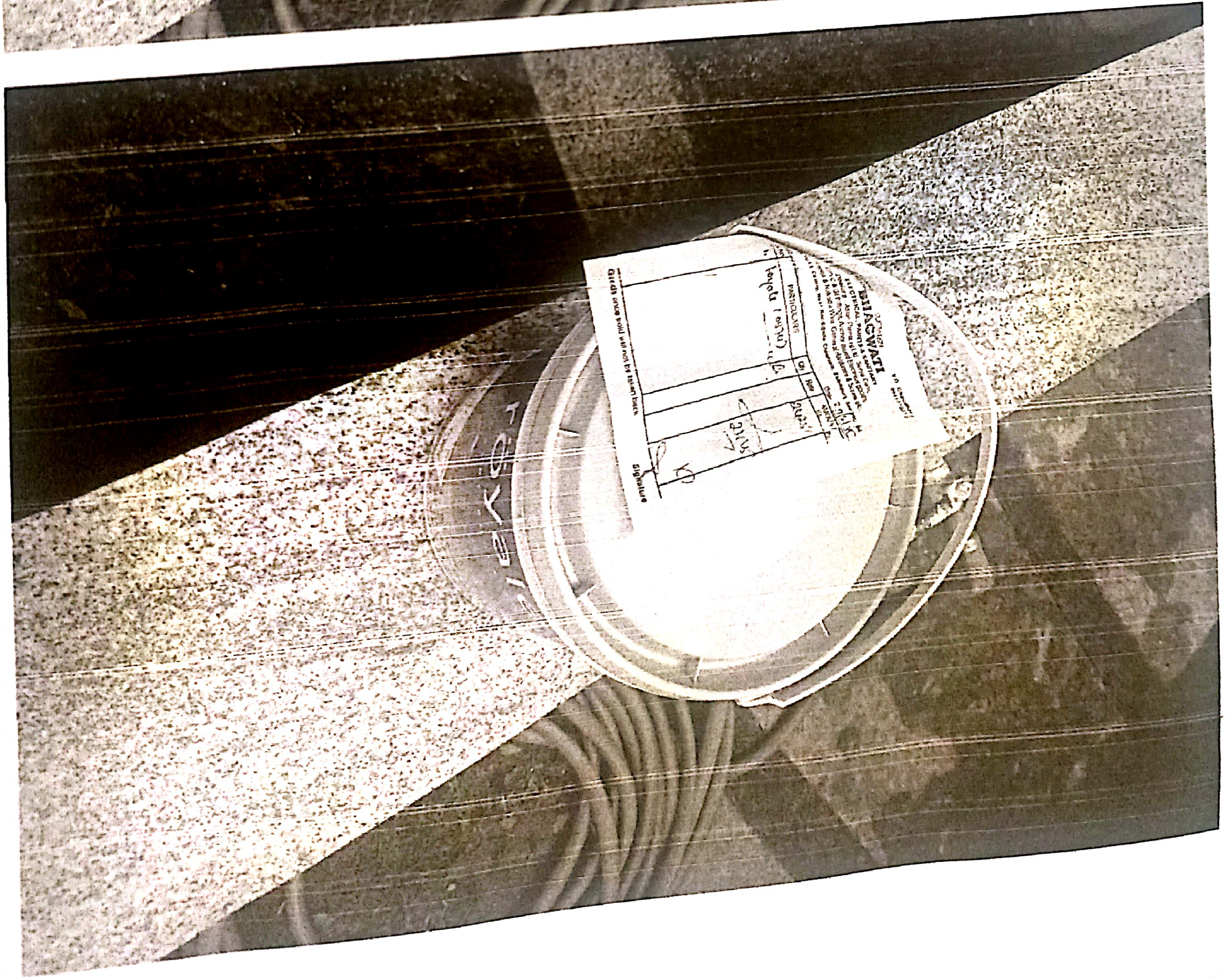
DEBIT VOUCHER			
Company/Firm	Modi GV Venture LLP		
Project	Vivopolis		
Voucher no.	1		
Account head			
Paid to	Bhagwathi Electrical paints and sanitary		
Towards/description of work	Towards purpose of R.E 4lt towards site use purpose.		
Location of work	Bowenpally		
Period	20-03-2025		26-03-2025
Amount in Rs.	2,425/-		
	Two thousand Four hundred twenty five rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

DEBIT VOUCHER			
Company/Firm	Modi GV Venture LLP		
Project	Vivopolis		
Voucher no.	2		
Account head			
Paid to	Bhagwathi Electrical paints and sanitary		
Towards/description of work	Towards purpose of R.E 4lt towards site use purpose.		
Location of work	Bowenpally		
Period	20-03-2025		26-03-2025
Amount in Rs.	2,040/-		
	Two thousand Forty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.


BHAGWATI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