

Weekly - Petty cash /expense card statement.

Name		N.Srinivas		Statement date		04.04.2025		
prepared by		S.Shrayya		Sign		<i>[Signature]</i>		
From period		04.04.2025		To period		04.04.2025		
Sl No	Debit company	to	Debit project	to	Description of expenses	Amount	Bill enclosed	GST bill
1.	Guinohar Welfare Association		GMR		Towards cash paid to water line men for the month of April.	8000.00	Y	Y
2.							Y	Y
3							Y	Y
4							Y	Y
Total						8000.00		

Amount to be ☐ Transfer to Happay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.
☐ Other: _____

Approved by: *[Signature]* Div. Manager *[Signature]* Accountant *[Signature]* Accounts Manager *[Signature]* MD *[Signature]*

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 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.

Re: Water line man Charges -Reg.,

From: Anand Mehta (anandmehta@modiproperties.com)
To: goushee@modiproperties.com
Cc: gmr-const@modiproperties.com
Date: Tuesday, December 17, 2024 at 12:12 PM GMT+5:30

Approved

Anand Mehta.
Director | +91 9454059999, 90303 93300 anandmehta@modiproperties.com
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On Tuesday, December 17, 2024, 10:51, shaik goushee <goushee@modiproperties.com> wrote:

Anand Mehta Sir,

For GMR site Manjeera water supply for day by day, we are paying Rs.4,000/- per month, From Dec 24 onwards he is supplying water every day so for that as per telephonic discussion he is agreed to Rs.8,000/- per Month. Please give approval sir.

Regards,

Shaik Goushee Begum,
Admin / Assistant Engineer | +91 8639938407 | goushee@modiproperties.com
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