

(Dorner, 1995)

Statement date

10/4/25

Sigma

July

To period

Debit to project

Description of expense

Amount

Bill enclosed

GST bill

Protein covers

1200

Y
NY
Z

YN

YN

Y
N

YN

AT I

AT	Y
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V	N
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N	Y
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Y
N

YN

AT	Y
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	Y
	T

1200

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

MID

Transfer to Happy card, Transfer to expir er.	Manager	Accountant
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Amal P. [Signature]

APPROVED BY

10 APR 2025

BASED PROMOTION

1. Scanned copy of this statement to be submitted before every Friday of every week. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment accepted 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 years. 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.

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DEBIT VOUCHER

Company/Firm	MODI Properties Pvt Ltd		
Project	NPL		
Voucher No.			
Account head			
Paid to	Baba Plastic		
Towards/description of work	Brochure Covers 1000 No,		
Location of work			
Amount in Rs.	1200/-		
Amount in words	One Thousand Two Hundred Only		
Mode of payment			
	Cheque/trf No.	Date 10/4/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. M. W. K.			

APPROVED BY
10 APR 2025
E. PRASAD
MANAGER PROMOTION

B. Krishnamurthy

Ph : 9849715842

Baba Plastic Enterprises

12-11-1033/1, Opp Mena Café Lane, Warasiguda, Secunderabad.

No. **1279**

Date _____

M/s modi properties private LTD.

S.No.	PARTICULARS	Qty	Rate	AMOUNT	
				Rs.	Ps.
	Brochures Covers	1000	120 pa.	1200	
APPROVED BY 10 APR 2025 MANAGER MOTION			Total	1200	2/-