

Weekly - Petty cash /expense card statement.

Approved by	A.Suresh		Statement date	10-04-2025		
Prepared by	N.Sai Shivani		Sign			
From period	03-04-2025		To period	09-04-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK LLP	GHT	Towards Transportation charges for Rapido for Laptops and drawings from Ho to ght site.	132/-		☐ Y ☐ N
2.	MMRKLLP	GHT	Towards Transportation charges for Rapido for Laptops and drawings from ght to Ho	196/-	☐ Y ☐ N	☐ Y ☐ N
3.	MMRKLLP	GHT	Towards purchase of Engine oil towards site use purpose.	380/-	☐ 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			708/-		
Amount to be credited by						
Approved by:		Div. Manager	Accountant	Accounts Manager	MD	
Sign						
Date:		10-04-2025				

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 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

DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Raipdo		
Towards/description of work	Towards Transportation charges for Rapido for Laptops and drawings from Ho to ght site.		
Location of work	Kowkooor		
Period	03-04-2025		09-04-2025
Amount in Rs.	132/-		
	One hundred thirty two 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.

Secunderabad

Malkajgiri

Gha

Moto ride with DHARAVATHU



Apr 5 2:58PM

₹132.56 - Hero Glamour

Receipt

● 3and4, II Floor, Soham Mansion,
5-4-187, Mahatma Gandhi Rd, Karb... 3:04 PM

■ Green wood Heights, A-305,
Prakruthik Vihar, Kowkooor, Secunder... 3:42 PM



No tip added

Add tip



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DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Raipdo		
Towards/description of work	Towards Transportation charges for Rapido for Laptops and drawings from ght to ho site.		
Location of work	Kowkooor		
Period	03-04-2025		09-04-2025
Amount in Rs.	196/-		
	One hundred ninety six 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.

₹196.16 - Hero Glamour

Receipt

● Green wood Heights, A-305,
Prakruthik Vihar, Kowkooor, Secunder... 1:07 PM

■ 3and4, II Floor, Soham Mansion,
5-4-187, Mahatma Gandhi Rd, Karba... 1:48 PM



No tip added

Add tip



Rated 5 ★

Help

Find lost item



We can help you get in touch with your driver



DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.	3		
Account head	Nagamalleswar		
Paid to			
Towards/description of work	Towards Purchase of Engine oil towards site use purpose with inward no-109.		
Location of work	Kowkooor		
Period	03-04-2025		09-04-2025
Amount in Rs.	380/-		
	Three hundred eighty 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.

Date: 11/14/28

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Signature

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PROTECTION*



Castrol

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PROTECTION

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TECHNOLOGY



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PARTICULARS

ESTIMATE

DATE

DAY

MONTH

YEAR

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TOTAL

Signature

