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.	ModiGV Venture LLP	Vivopolis	Towards Purchase of water bottles towards site office purpose.	300/-		☐Y ☐N
2.	ModiGV Venture LLP	Vivopolis	Towards unloading charges of cement.	1200/-	☐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			1,500/-		

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 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.			
Account head	Nagamalleswar		
Paid to	Sri Durga Packaged Drinking Water		
Towards/description of work	Towards Purchase of Water bottles towards site office purpose		
Location of work	Kowkoor		
Period	03-04-2025		09-04-2025
Amount in Rs.	300/-		
	Three hundred 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.

DELIVERY CARD

SRI DURGA PACKAGED DRINKING WATER

Address: Genome valley, Thurkapally, Shamirpet, Medchal - 500078.
Cell: 8919451828, 9381439550

Month : 2

Name : Vivopolis

Date	No of Bottles Full	No of Bottles Emty	Cust.Sign.	Date	No of Bottles Full	No of Bottles Emty	Cust.Sign.
1				17	1	1	Rajan
2				18	1	1	Rajan
3				19	1	1	Rajch
4				20	1	1	Rajch
5				21	–	–	
6				22	1	1	Rajch
7				23	–	–	–
8				24	–	–	–
9				25	–	–	–
10				26	1	1	Rajan
11				27	4	4	[illegible]
12				28	5	5	[illegible]
13				29	5	5	[illegible]
14				30	4	4	[illegible]
15	1	1	Rajch	31	5	5	[illegible]
16	1	1	Rajch	Total Cans			

DEBIT VOUCHER			
Company/Firm	MODI GV VENTURE LLP		
Project	Vivopolis		
Voucher no.			
Account head	Nagamalleswar		
Paid to			
Towards/description of work	Towards unloading charges of cement towards site office purpose		
Location of work	Kowkoor		
Period	03-04-2025		09-04-2025
Amount in Rs.	1200/-		
	One thousand Two hundred 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.


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