## Weekly - Petty cash /expense card statement.

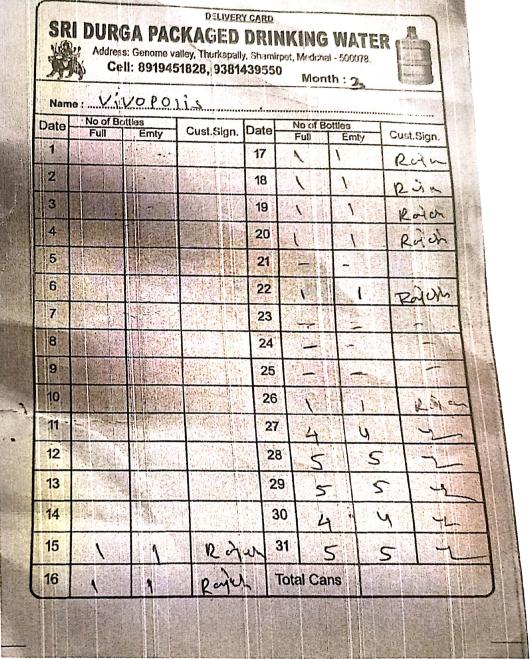
Approved by A.Suro		uresh			Statement date	10-04-202	25						
1 5		Shivani			Sign								
From p	eriod	03-04-	3-04-2025			To period	09-04-2025						
Sl No	Debit to compar				escription of expense		Amou		Bill enclosed	GST	Γ bill		
1.	LLP		pur		wards Purchase of water bottles towards site office pose.			300/-			□Y	□N	
2.	ModiG LLP	V Vent	ture	Vivopolis	То	wards unloading	charges of c	ement.	1200/-	-	$\Box Y \Box N$	□Y	□N
3.											$\Box Y \Box N$	□Y	$\square$ N
4.											$\Box Y \Box N$	□Y	□N
5.											□Y □N	□Y	$\square$ N
6.											$\Box Y \Box N$	□Y	$\square$ N
7.											$\Box Y \Box N$	□Y	$\square N$
8.													
9.	Total							1	,500/-	•		'	
Amoun		be											
Approved by:			Div. Manager		Accountant Account		Accounts Manager	nts 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	Towards Purchase of Water bottles towards site office purpose						
of work							
Location of work	Kowkoor						
Period	03-04-2025		09-04-2025				
Amount in Rs.	300/-						
	Three hundred rupees						
	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 Project	MODI GV VENTURE LLP						
Project	Vivopolis						
Voucher no.							
Account head	Nagamalleswar						
Paid to							
Towards/description	Towards unloading charges of cement towards site office purpose						
of work							
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.



