Weekly - Petty cash /expense card statement.

Name	G. MURALI MOHAN	Statement date	17/4/25
Prepared by	Gmurali	Sign	Gmurali
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi Realty	Mallapur LLP	GMR Brothers Promotion activity	1950	Y N	Y N
2.	11	11	Tea Snacks Sale Meeting	350	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.					Y N	Y N
9.					Y N	Y N
10.	Total			2300		

Amount to be credited by	Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

APPROVED BY
16 APR 2025
B. PRASAD
MANAGER PROMOTION

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 Realty Mallapur LLP
Project	GMR
Voucher No.	
Account head	
Paid to	GMR Brochers Distribution
Towards/description of work	Housing board colony Saiguda D.mart 5000 No, GMR Brochers Promotion activity 3 boys
Location of work	
Amount in Rs.	1950/-
Amount in words	One thousand Nine Hundred fifty only
Mode of payment	

	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
	APPROVED BY 16 APR 2025 E. PRASAD MANAGER PROMOTION		

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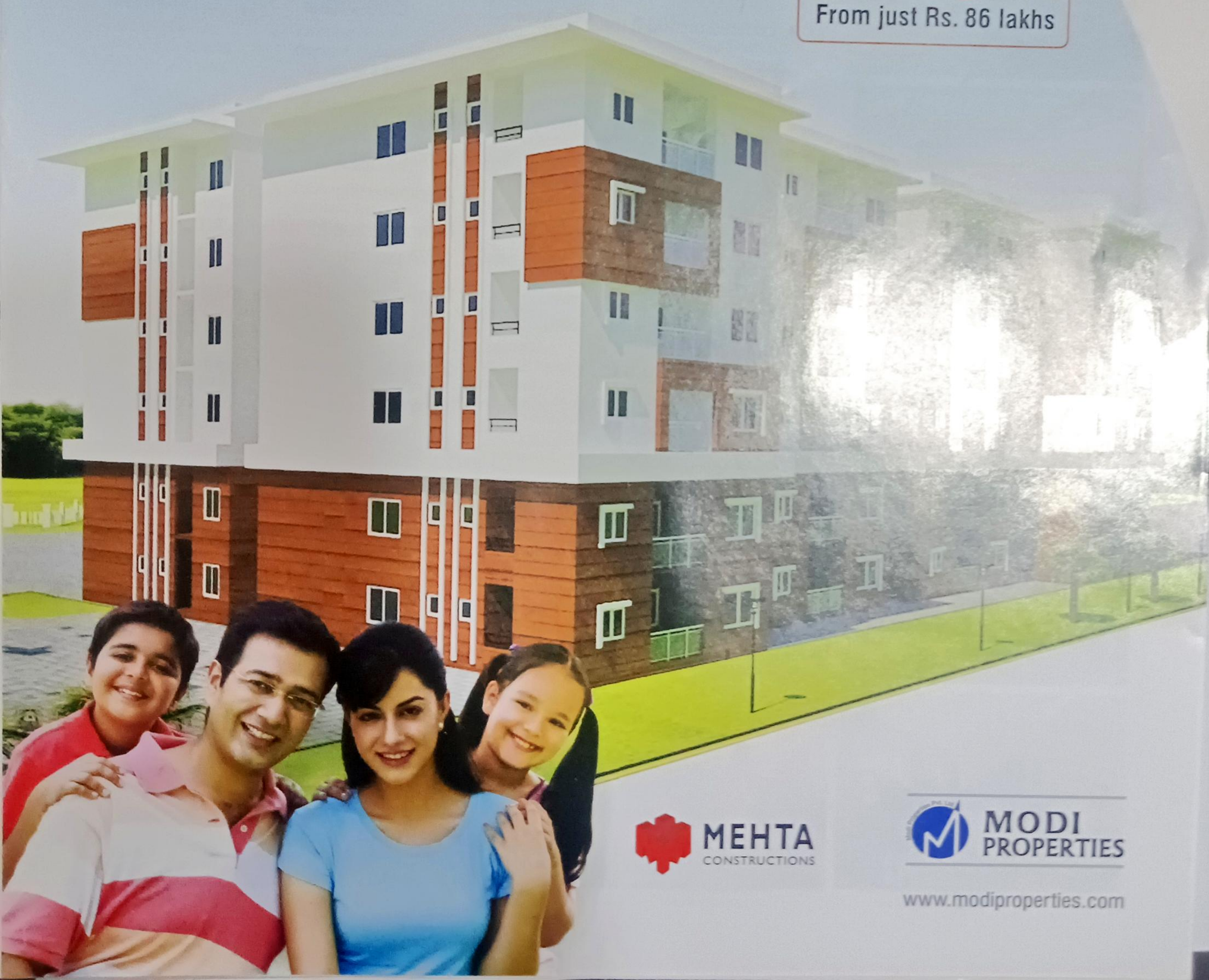
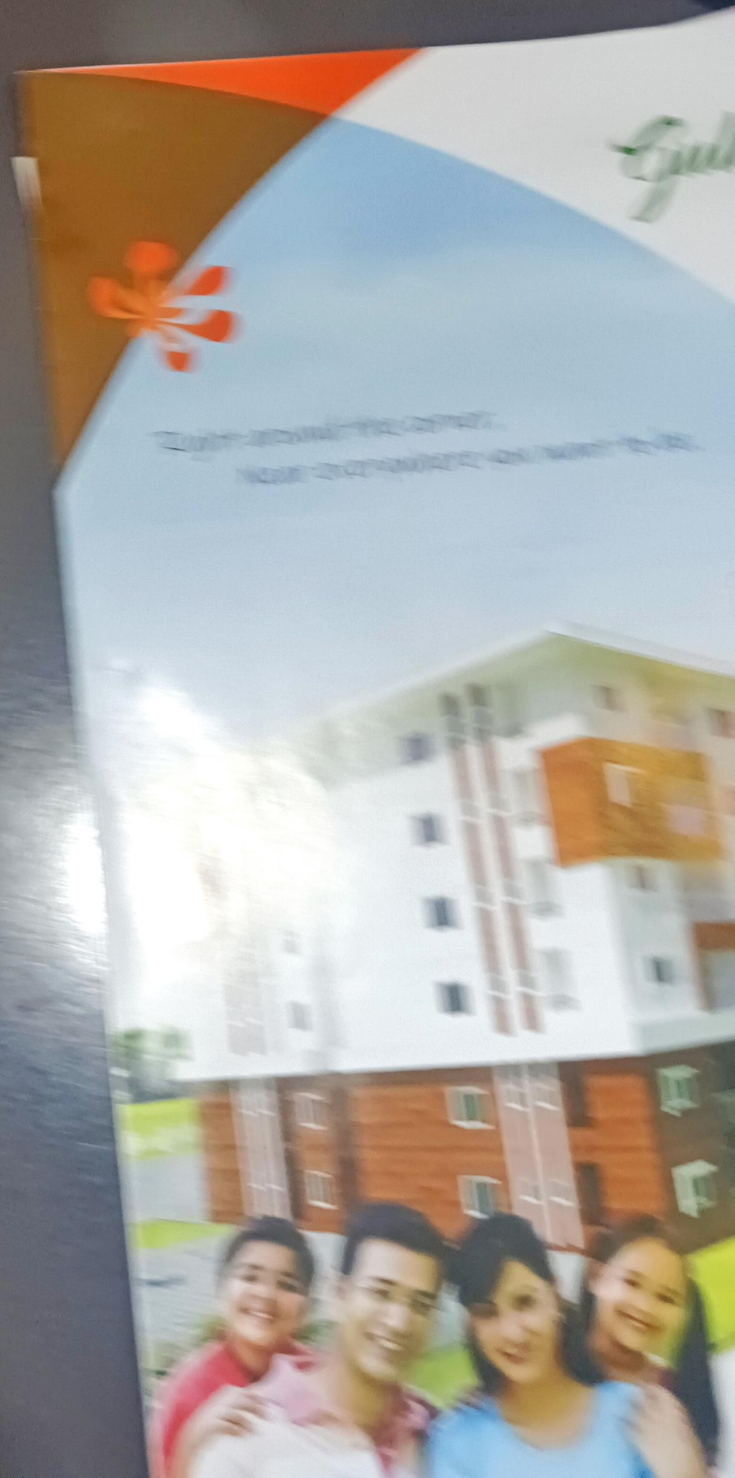


MEHTA CONSTRUCTIONS

MODI PROPERTIES

www.modiproperties.com



DEBIT VOUCHER

Company/Firm	Modi Reality Mallopak LLP
Project	GMR
Voucher No.	
Account head	
Paid to	Tea Sancus
Towards/description of work	Tea Sancus Sale Meeting 16/4/25
Location of work	
Amount in Rs.	350/-
Amount in words	Three Hundred Fifty only
Mode of payment	

	Cheque/trf No.	Date 17/4/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad	[signature]		

APPROVED BY
16 APR 2025
E. PRASAD
MANAGER PROMOTION