Weekly - Petty cash /expense card statement.

Name	Ch Ramesh		Statement date	Card No:4629 5254 2716 5716		
Prepared by	Ch Ramesh		Sign			
From period	11-04-2025		To period	18-04-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi Housing Pvt. Ltd.		Purchase of Stamp papers - 15 Nos	2,100 —	☐Y ☐N	☐Y ☐N
2.					☐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.						
11.	Total	Two thousand one hundred rupees only		2,100 —		

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

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

Modi Housing Pvt Ltd

Voucher No. ____________

A/c. ____________

Paid to Secunderabad Court — Date : 18-04-25

towards Purchase of stamp papers - 15 Nos

	Rs.	Ps.
Purchase of stamp papers - 15 Nos	2,100	-
Rupees Two thousand one hundred rupees only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank		
	2,100	-

Prepared by

Approved by

Receiver's Signature