

Weekly - Petty cash /expense card statement.

Name	Ch Ramesh		Statement date	Card No:4629 5254 2716 5716		
Prepared by	Ch Ramesh		Sign	<i>Ph</i>		
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.	rodi Realty Benaravally UP		Purchase of stamp paper - 12 Nos	1,680.00	☐ Y ☐ N	☐ Y ☐ N
2.			and two register post - 2 Nos	50.00	☐ Y ☐ N	☐ Y ☐ N
3.			to latee & sir		☐ 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.					☐ Y ☐ N	☐ Y ☐ N
11.	Total			one thousand seven hundred and thirty seven only	1,730.00	
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 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

Modi Realty Genome Valley LLP

DEBIT VOUCHER

Voucher No. _____

A/c. _____

Date : 18-04-2025

Paid to Seemabehar Coerst
towards Purchase of Stamp papers - 12 No's

Rupees One thousand Six hundred and
eighty rupees only

Paid by Cheque
Cash

Cheque No.

Dated

Drawn on Bank

Rs.

Ps.

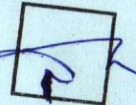
1,680

1,680

Prepared by

Approved by

Receiver's Signature



DEBIT VOUCHER

Modi Realty Genome Valley UP

Voucher No. _____
A/c. _____

Date : 18-04-25

Paid to GPO

towards

Registered post - 2 N's
Flat no 117 & 118 notices to
advocate Greet G.V.

Rupees

fifty rupees only

Rs.

Ps.

50 -

50 -

Paid by Cheque
Cash

Cheque No.

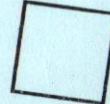
Dated

Drawn on Bank

Prepared by

Approved by

Receiver's Signature



भारतीय डाक
डाक सेवा-जन सेवा
RN1378963931N 1NR:8278137896
RL SECUNDERABAD H.O (500003)
Counter No:4,15/04/2025,16:27 India Post
To:GEETHA DD SANGAL,,
PIN:500056, Ramakrishna Puram S.O
From:M A LATEEF ,,
Wt:20gms Ack Fee:3.00,REG=17.0
Amt:29.50,Tax:4.50,Amt.Paid:30.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 1800266666>Wear mask -Stay safe>

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भारतीय डाक
डाक सेवा-जन सेवा
[REDACTED]
Amt:25.96,Tax:3.96,Amt.Paid:
<Track on www.indiapost.gov.in> India Post
Dak Seva-Jan Seva

भारतीय डाक
डाक सेवा-जन सेवा
RN1378963801N 1NR:8278137896380
RL SECUNDERABAD H.O (500003)
Counter No:4,15/04/2025,16:27 India Post
To:CHIRUVU NAGA BRUNDA,,
PIN:500062, Ecil S.O
From:M A LATEEF ,,
Wt:20gms,REG=17.0
Amt:25.96,Tax:3.96,Amt.Paid:26.00(Cash)
<Track on www.indiapost.gov.in>

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