Weekly - Petty cash /expense card statement.

Name	E. Prasad	Statement date	24/4/25
Prepared by	Prasad	Sign	Prasad
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi Properties Pvt LTD		'6x3' 5mm foam boards, Aeps 3mm sheet	4776	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.	Total			4776		

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:	24/4/25			
Date:				

APPROVED BY
24 APR 2025
E. PRASAD
MANAGER PROMOTION

Notes: 1. Scanned copy of this statement to be submitted before every Friday. 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 Builders Pvt LTD		
Project	HPL		
Voucher No			
Account head			
Paid to	Lepakshi Digitals		
Towards description of work	8x3' 5mm foam board 1no, ACP 3mm Sheet 2no		
Location of work			
Amount in Rs	40776/-		
Amount in words	Forty thousand Seven Hundred Seventy Six		
Mode of payment			
	Cheque/trf No	Date 24/4/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

APPROVED BY
24 APR 2025
E. PRASAD
MANAGER PROMOTION

Lepakshi Digitals
Complete Sign Solutions

Shop No. 1,2, H.No.11-34, Beside Bus Stop,
Annapurna Enclave, Behind Kanaka Durga Wines
Near Sathyanarayana Colony, Road No. 13,
Nagaram, Keesara Mdl., Medchal-Malkajgiri Dt.
Mobile : 9000123245
E-mail : lepakshidesign@gmail.com

To
M/s. Modi Properties Pvt. Ltd.
MG Road Hyderabad.

JOB CARD

S.No. : 657

Date : 21/04/2025

Sl. No.	PARTICULARS	QTY	RATE	AMOUNT Rs.	Ps.
1.	6x3 5mm foam board with eco solvent.	1	2520	2520	
2.	ACP 3mm sheet with eco solvent.	2	1128	2256	
		TOTAL		4776	

Rupees in Words : Four Thousand Seven Hundred Seventy six

APPROVED BY
24 APR 2025
E. PRASAD
MANAGER PROMOTION

Receiver's Signature

For Lepakshi Digitals

Authorised Signature