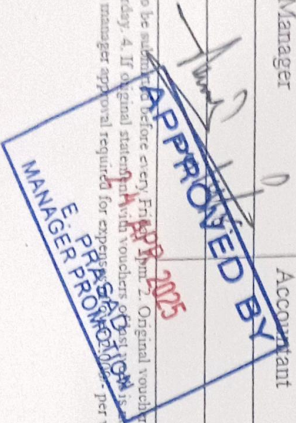


Weekly - Petty cash /expense card statement.

Name	E. P. Rao		Statement date	24/4/25		
Prepared by	P. Rao		Sign	P. Rao		
From period			To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.			Modi Beauty materials	47776	Y N	Y N
2.			6th 1st floor board		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			47776		
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:						

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 receipt of scanned statement on Saturday. 4. If original statement with voucher 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 10,000/- per week. MDs approval is required for expenses of over 10,000/- per week



DEBIT VOUCHER			
Company/Firm	Modi Reality mahaPRK UP		
Project	YMR		
Voucher No.			
Account head			
Paid to	Lepalethi Digital		
Towards/description of work	'6ts' 5MM Room board 1000, ACP 3MM sheet		
Location of work			
Amount in Rs.	4776/-		
Amount in words	Four thousand seven hundred seventy six		
Mode of payment			
	Cheque/trf No.	Date 24/4/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
YMR			

APPROVED BY
24 APR 2025
E. PRASAD
MANAGER PROMOTION

JOB CARD

To
Mr. ... Mahesh Reddy Mallapur ...
... MG Road ...

S.No. : **653**

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	

Rupees in Words : Four Thousand Seven Hundred

APPROVED BY
TOTAL

4776

24 APR 2025

For Lepakshi Digital

**E. PRASAD
MANAGER PROMOTION**

Receiver's Signature

Authorised Signature