

Weekly - Petty cash /expense card statement.

Name		E. Ralaga		Statement date		24/4/25	
Prepared by		P. Ralaga		Sign		P. Ralaga	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	M.S.D. Ralaga	Niketa Gupta	6031 JNM Barbanda APSM sheet	47776	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			47776			
Amount to be credited by		Transfer to Happy card, Other:		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 vouchers 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.

APPROVED BY
MANAGER FROM 24 APR 2025

DEBIT VOUCHER			
Company/Firm	MAD: Kaully M. Kotalgona UP		
Project	ASH		
Voucher No.			
Account head			
Paid to	Lepakshi Digital		
Towards/description of work	613 SMH from board ACP 3MM Street 2019,		
Location of work			
Amount in Rs.	47261		
Amount in words	Four thousand Seven hundred Twenty Six only		
Mode of payment			
	Cheque/trf No.	Date 24/4/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
CPMWH			

APPROVED BY
24 APR 2025
E. PRASAD
MANAGER PROMOTION

To
M/s. Mode Realty Miryalaguda
2UP.
MG Road.

JOB CARD

S.No. : **652**

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
Sixty Hundred Seventy Six

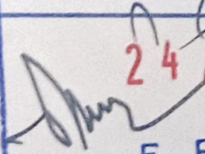
APPROVED BY

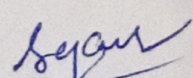
4776

24 APR 2025

For **Lepakshi Digital**

Receiver's Signature


**E. PRASAD
MANAGER PROMOTION**


Authorised Signature