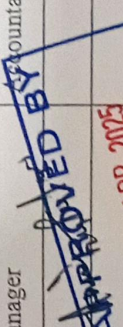


Weekly - Petty cash /expense card statement.

Name		U. MURALI MOHAN		Statement date	24/4/25
Prepared by		U. MURALI MOHAN		Sign	U. MURALI MOHAN
From period				To period	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed
1.	Mani Lal Mohi Memorial		Brother 10 mp	1463	Y N
2.					Y N
3.					Y N
4.					Y N
5.					Y N
6.					Y N
7.					Y N
8.					Y N
9.					Y N
10.	Total			1463	
Amount to be credited by		Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.			
Approved by:		Div. Manager		Accounts Manager	
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 is not submitted within a week is not received withold 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 20000/- per week. MDs approval is required for expenses of over 10000/- per week.

APPROVED BY

 APR 2025
 MANAGER PROMOTION

DEBIT VOUCHER

Company/Firm	Manilal Modi Memorial Building		
Project			
Voucher No.			
Account head			
Paid to	VENKATARAMANA DIGITAL		
Towards/description of work	Brochures 10x10, 6 pages		
Location of work			
Amount in Rs.	1463/-		
Amount in words	one thousand four hundred sixty three only		
Mode of payment			
	Cheque/trf No.	Date 24/4/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. M. R. R.			

APPROVED BY
24 APR 2025
E. PRASAD
MANAGER PROMOTION



VENKATARAMANA Digital Imaging Pvt. Ltd.

Building Trust Through Service

HEAD OFFICE

6-2-969/C, Opp. Santi Nirankari Bhawan, Khairathabad, Hyderabad - 500 004

Ph : 040 - 2332 8929 / 49 Cell : 9346 00 8929 / 8949

AMEERPET BRANCH

8-3-949/3, Beside BIG BAZAR, Ameerpet, Hyderabad - 500 073.

Ph: 040 - 2373 5153 / 7080 Cell : 9346 10 5153 / 7080. Bobby : 9346 10 2255.

MANAGEMENT CELL : 98480 47896.

It's time to CELEBRATE
You have Given A NEXT
STEP TO SERVE U BETTER

Organisation/Name Manilal Modi Memorial Building Phone: 21-04-2025

System : ☐ Apple Mac ☐ PC Job No. : _____ Time : _____

Digital Color Print Details : ☐ Colour Prints ☐ B/W Prints

File Format : PS / PRN / PDF / Open File (TIF / JPG / CDR / Others)

Type of Electronic Media : CD / PEN Drive / ZIP / Floppy

[illegible]

Job Type : ☒ FLEX PRINT ☒ PHOTO PRINT ☒ INKJET PRINT ☒ ECO SOLVENT PRINT ☐ UV FLATBED PRINT

File Format : TIF / JPG / CDR / EPS / Others ☒ CMYK ☐ RGB

File Name	Size	Qty.	Media Type
E. PRASAD MANAGER PROMOTION			
Total — 1463/—			

If any other details write backside of this slip