Weekly - Petty cash /expense card statement.

Name	MCMET	Statement date	24-04-25
Prepared by	Sarwar	Sign	
From period	18-04-25	To period	24-04-25

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Manilal C modi memorial hospital	MCMET	Being cash payment for cement unloading from the dcm to the store (Hamali charges) 300 bags x 6 = 1,800/-	1800	☐Y ☐N	☐Y ☐N
2.	Manilal C modi memorial hospital	MCMET	Being cash payment done to Ganesh electrical hardware paints towards purchasing of cpvc materials for plumbing work of water connection for civil work	810	☐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.	Total			2,610/-		

Amount to be credited by	☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

APPROVED BY
24 APR 2025
SYED GOLAM SARWAR
ASST.PROJECT MANAGER
BRGV. PVT. LTD.

Notes: 1. Scanned copy of this statement to be submitting 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 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	MANILAL MODI MEMORIAL HOSPITAL			
Project	MCMET			
Voucher no.				
Account head				
Payment to	Hamali charges			
Towards/description of work	Being cash payment for cement unloading from the dcm to the store (Hamali charges) 300 bags x 6 = 1,800/-			
Location of work	BRGV			
Period	From:	18-04-25	To :	24-04-25
Amount in Rs.	1800			
Amount in words	Eighteen hundred rupees only			
Mode of payment	Cheque/trf no.	Date	Bank	
Bank Payment				
Prepared by	Approved by	Receivers name	Receivers signature	
Sarwar	APPROVED BY 24 APR 2025 SYED GOLAM SARWAR ASST. PROJECT MANAGER BRGV PVT. LTD.	Lalu		

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

Requisition Form

Company Name	M C Modi Educational Trust	Date	14 Apr 2025
Site Or Phase	Manilal Modi Memorial Hospital	Time	10:40:32
For Use In Flat/Villa/Other	for civil work of vasanthi construction (mcmet)	Req.No.	20250414008
Material required before date			

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	CEMT9218-Cement-PPC---50kg-Bag	200.00	0	200.00	258.00	120	16/04/25

PO Num	Date	Type	Status
20250414008	14 Apr 2025	PO	Approved

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Golam Sarwar	for civil work of vasanthi construction (mcmet)	14 Apr 2025 10:40:32 am
2	Const-Data Entry Operator	Golam Sarwar	System Generated:This Requisition Has Been Approved	14 Apr 2025 10:40:56 am

Prepared By :- Golam Sarwar

Sign:-

Date :- 14 Apr 2025

Approved By:-

Sign:-

Date:-

Note: On receipt of material at site write inward number and date in last two columns

Requisition Form

Company Name	M C Modi Educational Trust	Date	12 Apr 2025
Site Or Phase	Manilal Modi Memorial Hospital	Time	03:06:15
For Use In Flat/Villa/Other	Towards Sump water proofing & Staircase Granite work Purpose	Req.No.	20250412013
Material required before date			

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	CEMT9218-Cement-PPC---50kg-Bag	100.00	0	100.00	258.00	119	16/04/25

PO Num	Date	Type	Status
20250412021	12 Apr 2025	PO	Approved

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Niharika	Towards Sump water proofing & Staircase Granite work Purpose	12 Apr 2025 03:06:15 pm
2	Const-Data Entry Operator	Golam Sarwar	System Generated:This Requisition Has Been Approved	12 Apr 2025 04:01:40 pm

Prepared By :- Niharika

Sign:-

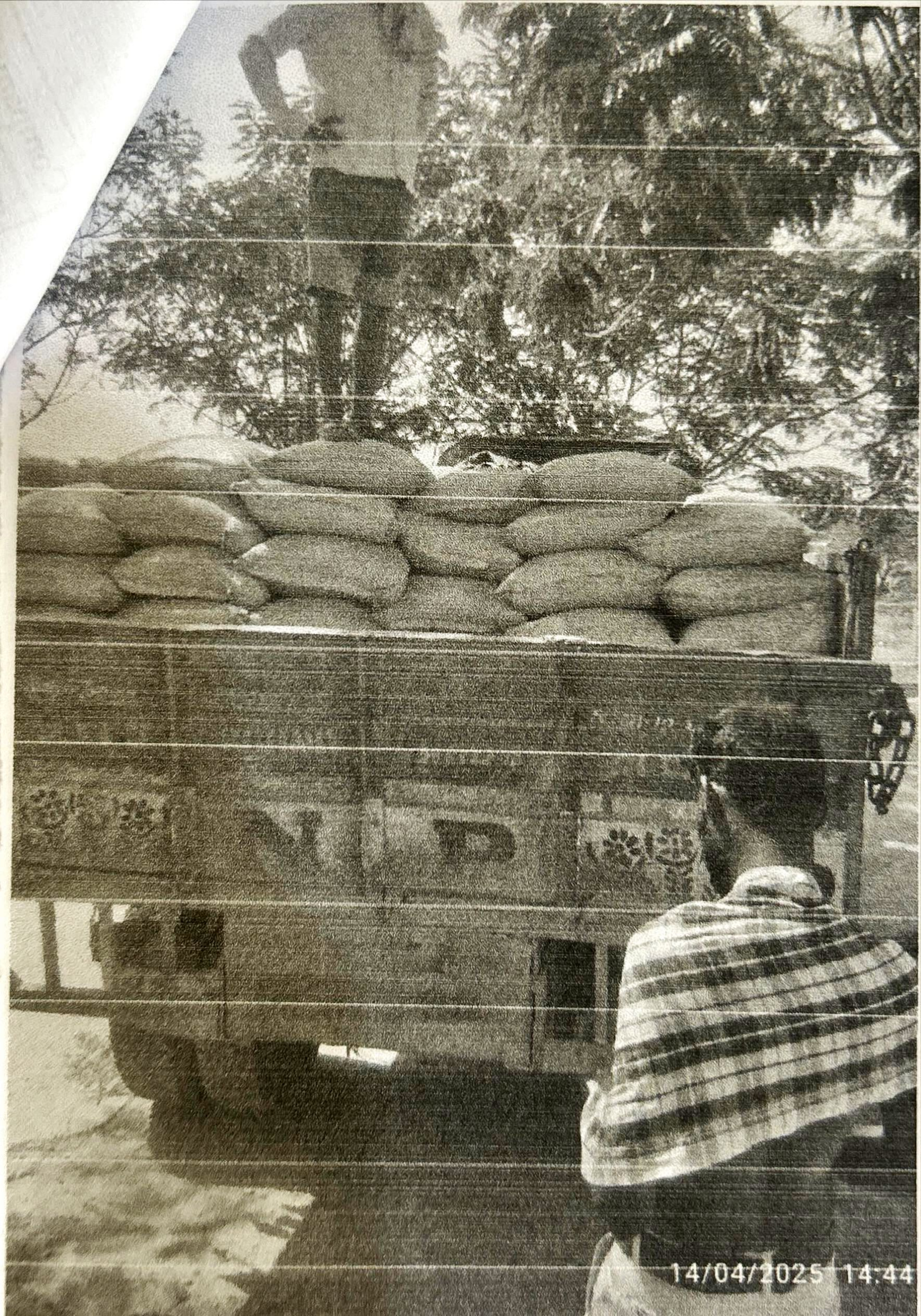
Date :- 12 Apr 2025

Approved By:-

Sign:-

Date:-

Note: On receipt of material at site write inward number and date in last two columns


N P
14/04/2025 14:44


14/04/2025 14:57

DEBIT VOUCHER

Company/Firm	MANILAL MODI MEMORIAL HOSPITAL			
Project	MCMET			
Voucher no.				
Account head				
Payment to	Ganesh electrical			
Towards/description of work	Being cash payment done to Ganesh electrical hardware paints towards purchasing of cpvc materials for plumbing work of water connection for civil work			
Location of work	BRGV			
Period	From:	18-04-25	To :	24-04-25
Amount in Rs.	810			
Amount in words	Eight hundred ten rupees only			
Mode of payment	Cheque/trf no.	Date	Bank	
Bank Payment				
Prepared by	Approved by	Receivers name	Receivers signature	
Sarwar	APPROVED BY 24 APR 2025 SYED GOLAM SARWAR ASST PROJECT MANAGER BRGV. PVT. LTD.	Lalu		

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

CASH BILL

Cell : 9000567191
9989040500

[GAN]ESH ELECTRICAL HARDWARE PAINTS AND SANITARY

Plot No. 21,22,23,24, Near Peddamma Temple, Turkapally,
Shamirpet Mandal, Medchal Malkajgiri Hyderabad- T.S. 500078

No. 301

Date : 8/4/25

M/s. Manilal modi memorial Hospital

Sr. No.	Particulars	Qty.	Rate	Amount
1	20 mion	1		450
	2×32 R.S	1		185
	32 Bend	1		175
				810
			TOTAL	810

INWARD

Inward No: 116 Dt: 10/04/25

MRN No: Dt:

Received By: Sign:

MC MODI EDUCTIONAL TRUST

For Ganesh Electrical Hardware Paints and Sanitary

Terms and Conditions :
Subject to Hyderabad Jurisdiction.
Goods once sold cannot be taken back or exchanged.

Authorised Signatory