

Weekly - Petty cash /expense card statement.

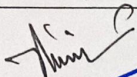
Name		Statement date				
Prepared by		Sign				
From period		To period				
C. MUKHARJAN		24/4/25				
C. MUKHARJAN		C. MUKHARJAN				
SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.						
2.	Modi Properties Pvt Ltd		Toi Leasiflex Park And	1386	Y N	Y N
3.	11	11	MR Brother Portion activity 3 bags	1950	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			3336		
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		MD
Sign:						
Date:						

Notes: 1. Scanned copy of this statement to be submitted before Friday 2pm. 2. Original vouchers to be attached to this statement and used as supporting documents.

APPROVED
APR 2025

Notes: 1. Scanned copy of this statement to be submitted before Friday 2pm. 2. Employees 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 supporting documents 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 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

Company/Firm	Mod. Properties Pvt Ltd		
Project	MR		
Voucher No.			
Account head			
Paid to	NANDINI AOS		
Towards/description of work	Time of India Classifieds PAPER AS 21/5/25 14/5/25		
Location of work			
Amount in Rs.	1386/-		
Amount in words	One thousand three hundred Eighty Six only		
Mode of payment			
	Cheque/trf No.	Date 24/4/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad			

APPROVED BY
24 APR 2025
E. PRASAD
MANAGER PROMOTION

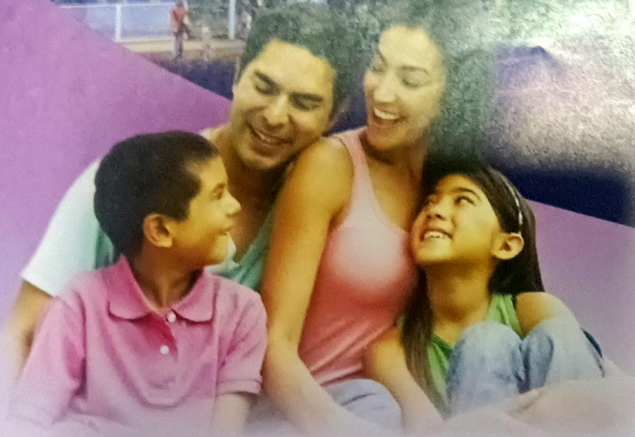
APPROVED BY
23 APR 2025
SOHAM MODI

DEBIT VOUCHER

Company/Firm	Mooi Properties Pvt Ltd		
Project	MPL		
Voucher No.			
Account head			
Paid to	MPL Brocher Distribution		
Towards/description of work	Metro Super Mart Nagae MPL Brocher Promotion activity 3 bags UPPAL		
Location of work			
Amount in Rs.	1950/-		
Amount in words	One thousand Nine Hundred fifty only		
Mode of payment			
	Cheque/trf No.	Date 24/4/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. N. M.			

APPROVED BY
24 APR 2025
E. PRASAD
MANAGER PROMOTION

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COME HOME"



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to
Occupy!


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MALLAPUR, HYDERABAD



Website



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