

Weekly - Petty cash /expense card statement.

Name		E. Rajan		Statement date		2/5/25	
Prepared by		Rajana		Sign		PRajana	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	M2001 Repair Expense Vehicle		5000 from MD file	2100	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			2100	Y N	Y N	
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 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 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	MODI REALITY GENOME VALLEY LLP		
Project	BIGN		
Voucher No.			
Account head			
Paid to	Lepaushi Digital		
Towards/description of work	5MM foam boards with ECO SOLVANT A0 size		
Location of work			
Amount in Rs.	2100/-		
Amount in words	Two Thousand one hundred only		
Mode of payment			
	Cheque/trf No.	Date 2/5/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Yrwh			

To
M/s. MODI REALTY GENOME
VALLY LLP
MNH ROAD

JOB CARD

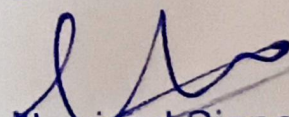
S.No. : 650

Date : 29/04/2025

Sl. No.	PARTICULARS	QTY	RATE	AMOUNT	
				Rs.	Ps.
1	5MM FOAM BOARD WITH ECO SOLVANT A0 SIZE	1	2100/-	2100	00
Rupees in Words : Two Thousand ONE HUNDRED			TOTAL	2100	00

For **Lepakshi Digital**

Receiver's Signature


Authorised Signature