Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	02-05-2025
Prepared by	N.Sai Shivani	Sign	
From period	24-04-2025	To period	30-04-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK -LLP	GHT	Towards Purchase of Water bottles for sales office and lob ours purpose for the month of April.	4,050/-		□Y □N
2.	MMRK-LLP	GHT	Towards amount paid for GHMC inspection members purpose.	200/-	□Y □N	□Y □N
3.	MMRK-LLP	GHT	Towards Transportation charges from HO to Ght site	145/-	□Y □N	□Y □N
4.	MMRK-LLP	GHT	Towards Transportation charges from Ght to Ho	158/-	□Y □N	□Y □N
5.					□Y □N	□Y □N
6.					□Y □N	□Y □N
7.					□Y □N	□Y □N
8.						
9.	Total			4,553/-		

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign				
Date:	02-05-2025			

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 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	MMRK-LLP		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	M.R.S Drinking water suppliers Kowkoor		
Towards/description of work	Towards purpose of water bottles for sales office and lob ours for the month of April.		
Location of work	Kowkur		
Period	24-04-2025		30-04-2025
Amount in Rs.	4,050/-		
	Four thousand fifty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

135×30→4,050

MASTAN BABA DARGA

M.R.S.

DRINKING WAER SUPPLIERS
KOWKOOR

Cell : 9618066459, 9949860153

Customer Name: Mehta & Modi Realty Kow LLP

Phone: 8897740583 Month: April

	Date	No. of full Bottles	No. of Empty Bottles	Stock With Customer	Customer Signature
1	27/3/25	-	6	-	[illegible]
2	28/3/25	-	5		[illegible]
3	29/3/25	-	5		[illegible]
4	30/3/25	-	5		[illegible]
5	31/3/25	-	3		[illegible]
6	1/4/25	-	5		[illegible]
7	2/4/25	-	4		[illegible]
8	3/4/25	-	5		[illegible]
9	4/4/25	-	4		[illegible]
10	5/4/25	-	4		[illegible]
11	6/4/25	-	4		[illegible]
12	7/4/25	-	5		[illegible]
13	8/4/25	-	3		[illegible]

	Date	No. of full Bottles	No. of Empty Bottles	Stock With Customer	Customer Signature
14	9/4/25	4	–	–	
15	10/4/25	5	–	–	
16	11/4/25	4	–	–	
17	12/4/25	3	–	–	
18	13/4/25	4	–	–	
19	14/4/25	3	–	–	
20	15/4/25	4	–	–	
21	16/4/25	5	–	–	
22	17/4/25	4	–	–	
23	18/4/25	4	–	–	
24	19/4/25	4	–	–	
25	20/4/25	5	–	–	
26	21/4/25	4	–	–	
27	22/4/25	5	–	–	
28	23/4/25	5	–	–	
29	25/4/25	4	–	–	
30	26/4/25	5	–	–	
31	27/4/25	5	–	–	

TOTAL CANS 135 **TOTAL Rs.** 4,050/-

DEBIT VOUCHER				
Company/Firm	MMRK-LLP			
Project	GHT			
Voucher no.	2			
Account head				
Paid to	GHMC Inspection			
Towards/description of work	Towards amount paid for GHMC Inspection members purpose.			
Location of work	Kowkur			
Period		24-04-2025		30-04-2025
Amount in Rs.	200-			
	Two Hundred rupees Only			
	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	

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Transaction Successful

12:56 pm on 30 Apr 2025

Paid to

KAVATI MURALI ₹200

+919441950117

Banking Name : Kavati Murali

Transfer Details

Transaction ID

T2504301256103847307063

Debited from

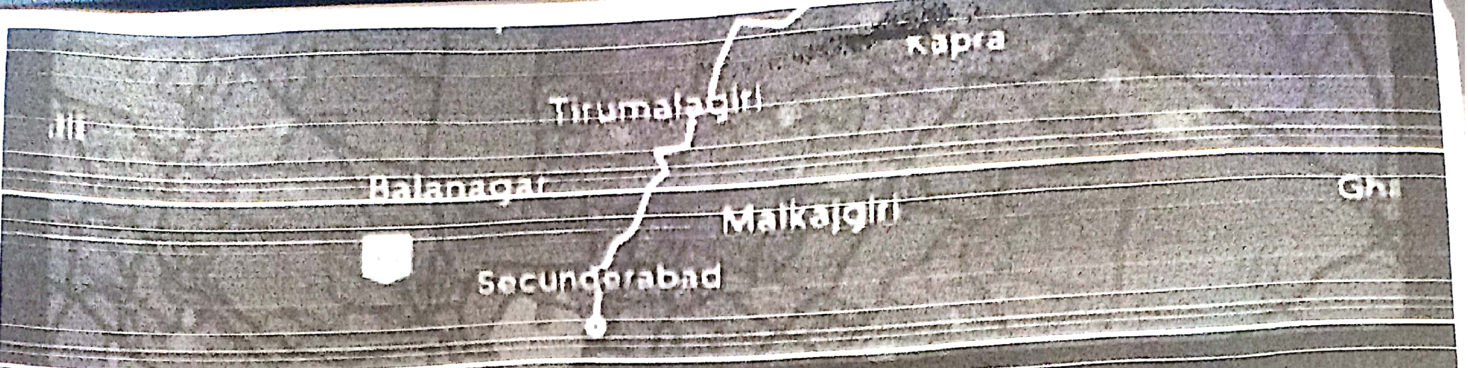
XXXXXX9290 ₹200

UTR: 860908026004

Powered by

DEBIT VOUCHER			
Company/Firm	MMRK-LLP		
Project	GHT		
Voucher no.	3		
Account head			
Paid to	Rapido		
Towards/description of work	Towards Transportation charges from Ho to ght site purpose.		
Location of work	Kowkur		
Period	24-04-2025		30-04-2025
Amount in Rs.	145-		
	One Hundred forty five rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.



Moto Saver ride with KURVA

28 Apr 4:17PM

₹145.79 - Bajaj Freedom NG04

Receipt

CFHQ+P5M, Mahatma Gandhi Rd, Karbala Maidan, Rani Gunj, Hyderabad, Telangana 500003, India — 4:26 PM

Green wood Heights, A-305, Prakruthik Vihar, Kowkoor, Secunderabad, Telangana 500010, India — 5:03 PM

No tip added — Add tip

No rating — Rate

Help

Find lost item

We can help you get in touch with your driver

DEBIT VOUCHER			
Company/Firm	MMRK-LLP		
Project	GHT		
Voucher no.	4		
Account head			
Paid to	Rapido		
Towards/description of work	Towards Transportation charges from ght to Ho purpose.		
Location of work	Kowkur		
Period	24-04-2025		30-04-2025
Amount in Rs.	158-		
	One Hundred fifty eight rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

Bike Ride

28 Apr 2025 • 03:35 pm

₹158 • Completed

RIDE DETAILS

Greenwood Heights
Prakruthik Vihar, Bolarum, Secunderabad, Telangana, India

Soham Mansion, 5-4-187
Mahatma Gandhi Rd, Karbala Maidan, Rani Gunj, Hyderabad, Telangana 500...

Duration	33.1 mins
Distance	14.2 kms
Ride ID	RD17458347402477461

INVOICE

Total fare	**₹158.0**
Ride Charge	₹155.05
Booking Fees & Convenience Charges	₹2.95

Send via Email

SUPPORT

I have been charged higher than the estimated fare