

Weekly - Petty cash /expense card statement.

Name		Ahmed		Statement date		07.05.2025	
prepared by		S.Shravya		Sign			
From period		07.05.2025		To period		07.05.2025	
Sl No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill	
1.	Gulmohar Welfare Association	GMR	Towards cash paid to water line men for the month of may.	8000.00	Y	Y	
2.	Gulmohar Welfare Association	GMR	Towards cash paid to manjecera water repair work to GHMC technician.	3000.00	Y	Y	
3.	Gulmohar Welfare Association	GMR	Towards cash paid to B.thirpathi raju for C block motor 6 HP removal and refitting.	7000.00	Y	Y	
Total				18,000.00			
Amount to be credited by				☐ Transfer to Happay card, ☐ 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 Realty Mallapur LLP		
Project	Gulmohar Residency		
Voucher no.			
Account head	Petty cash		
Credit to	MD.Ahmedulla Khan		
Towards/description of work	Towards cash paid to water line men for the month of may.		
Location of work			
Period	From:	07.05.2025	To: 07.05.2025
Amount in Rs.	8000.00		
Amount in words	Eight thousand only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Shravya			

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.

DEBIT VOUCHER			
Company/Firm	Modi Realty Mallapur LLP		
Project	Gulmohar Residency		
Voucher no.			
Account head	Petty cash		
Credit to	MD.Ahmedulla Khan		
Towards/description of work	Towards cash paid to manjeera water repair work to GHMC technician.		
Location of work			
Period	From:	07.05.2025	To: 07.05.2025
Amount in Rs.	3000.00		
Amount in words	Three thousand only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Shravya			

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.

DEBIT VOUCHER			
Company/Firm	Modi Realty Mallapur LLP		
Project	Gulmohar Residency		
Voucher no.			
Account head	Petty cash		
Credit to	MD.Ahmedulla Khan		
Towards/description of work	Towards cash paid to B.thirpathi raju for C block motor 6 HP removal and refitting.		
Location of work			
Period	From:	07.05.2025	To: 07.05.2025
Amount in Rs.	7000.00		
Amount in words	Seven thousand only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Shravya			

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.

C block bore well pump repair.

From: srinivas.n . (srinivas.n@modiproperties.com)

To: anandmehta@modiproperties.com

Cc: gmr-const@modiproperties.com; ashaiya@modiproperties.com

Date: Monday, March 17, 2025 at 11:22 AM GMT+5:30

Anand Mehta Sir ,

Required Approval for removing and repairing of C block borewell pump. bore well pump is not working from today morning. borewell pump depth is 1200 feet and vendor is asking 7000 rs . (for removing and re inserting). kindly approve sir.

Regards,

Srinivas N

Assistant Project Manager | +91 8309724627|

srinivas.n@modiproperties.com

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Re: C block bore well pump repair.

From: Anand Mehta (anandmehta@modiproperties.com)

To: srinivas.n@modiproperties.com

Cc: gmr-const@modiproperties.com; ashaiya@modiproperties.com

Date: Monday, March 17, 2025 at 01:45 PM GMT+5:30

Approved
Regards,

Anand Mehta,

Director | +91 98850 00518 | 9454059999 | 9030393300

anandmehta@modiproperties.com

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On 17-Mar-2025, at 11:20 AM, srinivas.n .

<srinivas.n@modiproperties.com> wrote:

Anand Mehta Sir ,

Required Approval for removing and repairing of C
block borewell pump. bore well pump is not working
from today morning. borewell pump depth is 1200 feet
and vendor is asking
7000 rs . (for removing and re inserting). kindly approve
sir.

Regards,

Re: Water line man Charges -Reg.,

From: Anand Mehta (anandmehta@modiproperties.com)
To: goushee@modiproperties.com
Cc: gmr-const@modiproperties.com
Date: Tuesday, December 17, 2024 at 12:12 PM GMT+5:30

Approved

Anand Mehta.
Director | +91 9454059999, 90303 93300 anandmehta@modiproperties.com
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On Tuesday, December 17, 2024, 10:51, shaik goushee <goushee@modiproperties.com> wrote:

Anand Mehta Sir,

For GMR site Manjeera water supply for day by day, we are paying Rs.4,000/- per month, From Dec 24 onwards he is supplying water every day so for that as per telephonic discussion he is agreed to Rs.8,000/- per Month. Please give approval sir.

Regards,

Shaik Goushee Begum,
Admin / Assistant Engineer | +91 8639938407 | goushee@modiproperties.com
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Re: Approval for water meter repair work.

From: Anand Mehta (anandmehta@modiproperties.com)

To: ahmed@modiproperties.com

Cc: shravya.s@modiproperties.com

Date: Friday, April 25, 2025 at 12:22 PM GMT+5:30

Approved
Regards,

Anand Mehta.

Director | +91 98850 00518 | 9454059999 | 9030393300 anandmehta@modiproperties.com

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On 25 Apr 2025, at 12:14 PM, ahmed khan <ahmed@modiproperties.com> wrote:

Respected Anand Sir,

We have paid 3,000 Rs. for manjeera water meter repair work to the GHMC technician please give an approval for the same.

Thanks and Regards

Md. Ahmedullah Khan

Project Manager | +91 7842708376 | ahmed@modiproperties.com

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