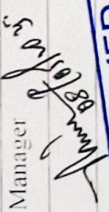


Weekly - Petty cash /expense card statement

Name		E. Prasad		Statement date		9/5/25	
Prepared by		Prasad		Sign		Prasad	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Vista Grande		Brochure Colour Prints 10 no.	2500	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			2500			
Amount to be credited by		Transfer to Happy card,		Transfer to expense card,		Transfer to personal a/c.	
Approved by:		Other:		Accounts Manager		MD	
Sign:		Div. Manager		Accountant			
Date:							

APPROVED BY

E. PRASAD
MANAGER PROMOTION

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original petty cash voucher 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 0.8% MA for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER			
Company/Firm	Vista Grande		
Project	VGS		
Voucher No.			
Account head			
Paid to	Leonid Creatives		
Towards/description of work	Brochures Colour Prints Vista Grande 10 No,		
Location of work			
Amount in Rs.	2500/-		
Amount in words	Two thousand five hundred only		
Mode of payment			
	Cheque/trf No.	Date 9/5/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
G. Murari	Ami		

APPROVED BY
08 MAY 2025
E. PRASAD
MANAGER PROMOTION



Leomind Creatives

#2-2-647/227/3, Street No.11, Central Excise Colony,
Lane Behind Divvanjali High School, Bagh Amberpet,
HYDERABAD - 500 013, Telangana State, India
Phone: +91 40 3587 5843, Mobile: 905 905 0993
E-mail: leomindcreatives@gmail.com

CASH RECEIPT

No.	LMC-005
DATE	06-05-2025

RECEIVED from Mr. / Mrs. / M/s. E. Prasad (Modi Properties)

the sum of Rupees Two Thousand Five Hundred Only.

towards VGS Vista Grande, Suryapet Brochures Colour Prints - Qty.10 & C-Block Floor Plan Colour Prints - Qty.10

Rs. 2,500/-

Paid by ☒ Cash
☐ Cheque / DD No.
☐ Online Transfer



[Signature]
Receiver's Signature