Weekly - Petty cash /expense card statement.

Name	Ch Ramesh	Statement date	Card No:4629 5254 2716 5716
Prepared by	Ch Ramesh	Sign	
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GMR	GMR	Regd Post - 9 Nos	290		
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.					☐Y ☐N	☐Y ☐N
					☐Y ☐N	☐Y ☐N
11.	Total			290		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
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 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

Modi Realty Mallapur UP

Voucher No.

A/c.

Date : 9/5/25

	Rs.	Ps.
Paid to Post Office		
towards towards Regd Post Post 9 Nos		
GMR E block - possession intimation letters	290/-	
Rupees Two Hundred Ninety only	/	
Paid by Cheque / Cash		
Cheque No.		
Dated		
Drawn on Bank	290/-	

Prepared by

Approved by

Receiver's Signature

<Dial 18002666868><Wear mask -Stay safe>

RN153183555IN IVR:8278153183555
RL GANDHINAGAR S.O <500080>
Counter No:1,08/05/2025,10:25
To:J.KAVYA SRI,.
PIN:500040, Ie Moulali S.O
From:MODI PROPER,5-4-187/3&4 SOHA
Wt:20gms Ack Fee:3.00,REG=17.0
Amt:29.50,Tax:4.50,Amt.Paid:30.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay safe>

RN153183572IN IVR:8278153183572
RL GANDHINAGAR S.O <500080>
Counter No:1,08/05/2025,10:25
To:CH.KRISHNA PRASAD,.
PIN:530032, Ukkunagaram S.O
From:MODI PROPER,5-4-187/3&4 SOHA
Wt:20gms Ack Fee:3.00,REG=17.0
Amt:29.50,Tax:4.50,Amt.Paid:30.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay safe>

RN153183688IN IVR:8278153183688
RL GANDHINAGAR S.O <500080>
Counter No:1,08/05/2025,10:25
To:M.PRAVEEN KUMAR,.
PIN:500070, Vanasthalipuram S.O
From:MODI PROPER,5-4-187/3&4 SOHA
Wt:20gms Ack Fee:3.00,REG=17.0
Amt:29.50,Tax:4.50,Amt.Paid:30.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay safe>

RN153183691IN IVR:8278153183691
RL GANDHINAGAR S.O <500080>
Counter No:1,08/05/2025,10:25
To:VINAYAK KULKARNI,.
PIN:500003, Secunderabad H.O
From:MODI PROPER,5-4-187/3&4 SOHA
Wt:20gms Ack Fee:3.00,REG=17.0
Amt:29.50,Tax:4.50,Amt.Paid:30.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay safe>

RN153183816IN IVR:8278153183816
RL GANDHINAGAR S.O <500080>
Counter No:1,08/05/2025,10:25
To:MD.MOHAMMED,.
PIN:400701, Ghansoli S.O
From:MODI PROPER,5-4-187/3&4 SOHA
Wt:20gms Ack Fee:3.00,REG=17.0
Amt:29.50,Tax:4.50,Amt.Paid:30.00(Cash)
<Track on www.indiapost.gov.in>

GMR

<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay safe>

RN153183674IN IVR:8278153183674
RL GANDHINAGAR S.O <500080>
Counter No:1,08/05/2025,10:25
To:VSS GANESH KARRI,.
PIN:500047, Malkajgiri S.O
From:MODI PROPER,5-4-187/3&4 SOHA
Wt:20gms Ack Fee:3.00,REG=17.0
Amt:29.50,Tax:4.50,Amt.Paid:30.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay safe>

RN153183569IN IVR:8278153183569
RL GANDHINAGAR S.O <500080>
Counter No:1,08/05/2025,10:25
To:RAKESH GR,.
PIN:500040, Ie Moulali S.O
From:MODI PROPER,5-4-187/3&4 SOHA
Wt:20gms Ack Fee:3.00,REG=17.0
Amt:29.50,Tax:4.50,Amt.Paid:30.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay safe>

RN153183538IN IVR:8278153183538
RL GANDHINAGAR S.O <500080>
Counter No:1,08/05/2025,10:25
To:N.VENKATA KALYAN,.
PIN:500044, New Nallakunta S.O
From:MODI PROPER,5-4-187/3&4 SOHA
Wt:20gms Ack Fee:3.00,REG=17.0
Amt:29.50,Tax:4.50,Amt.Paid:30.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay safe>

RN153183541IN IVR:8278153183541
RL GANDHINAGAR S.O <500080>
Counter No:1,08/05/2025,10:25
To:A.SRINIVASAN SHARAN KUMAR,.
PIN:500015, Trimulgherry H.O
From:MODI PROPER,5-4-187/3&4 SOHA
Wt:20gms Ack Fee:3.00,REG=17.0
Amt:29.50,Tax:4.50,Amt.Paid:30.00(Cash)
<Track on www.indiapost.gov.in>
<Dial 18002666868><Wear mask -Stay safe>

RN153183555IN IVR:8278153183555
[illegible](Cash)