

Weekly - Petty cash /expense card statement.

Name	MRGV		Statement date	16-05-25		
Prepared by	Sarwar		Sign	<i>Syed J. Sarwar</i>		
From period	01-04-25		To period	31-04-25		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MRGV	BRGV	Being cash payment done to Sri venkateswara towards supplying of drinking water can to the site office	3060	☐ Y ☐ N	☐ Y ☐ N
2.	MRGV	BRGV			☐ Y ☐ N	☐ Y ☐ N
3.	MRGV	BRGV			☐ Y ☐ N	☐ Y ☐ N
4.	MRGV	BRGV			☐ Y ☐ N	☐ Y ☐ N
5.	MRGV	BRGV			☐ Y ☐ N	☐ Y ☐ N
6.	MRGV	BRGV			☐ Y ☐ N	☐ Y ☐ N
7.	MRGV	BRGV			☐ Y ☐ N	☐ Y ☐ N
8.	Total			3,060 /-		
Amount to be credited by		☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:				
Approved by:	Div. Manager		Accountant	Accounts Manager	MD	
Sign:	<i>Syed J. Sarwar</i>					
Date:	15 APR 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 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 for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

APPROVED BY
15 APR 2025
SYED J. SARWAR
ASST PROJECT MANAGER
BRGV PVT. LTD.

DEBIT VOUCHER

Company/Firm	MRGV		
Project	BRGV		
Voucher no.			
Account head			
Payment to	Sri Venkateshwara		
Towards/description of work	Being cash payment done to Sri venkateshwara towards supplying of drinking water for site office and workers purpose.		
Location of work	BRGV		
Period	From:	01-04-25	To : 31-04-25
Amount in Rs.	3,060		
Amount in words	Three thousand sixty rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Sarwar		Lalu	

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.



SRI VENKATESWARA WATER SERVICE

Address Genome valley, Thurkapally, Shamirpet, Medchal - 500078.

Month : April - 25

Name : Modi Reality Guron Vally LLP.

DATE	NO OF BOTTLES	SIGN	DATE	NO OF BOTTLES	SIGN
1			17		
2	11	Male	18	11	Lulu
3			19	13	Lulu
4	7	Lulu	20		
5			21	10	Topu
6			22	09	Asu
7	11	Male	23		
8			24	11	Topu
9			25	10	Lulu
10	10	Lulu	26		
11			27		
12			28	7	Lulu
13	16	Asu	29		
14			30	10	Asu
15	7	Lulu	31		
16	10	Lulu	Total	153 x 20	

= 3,060 +