

DEBIT VOUCHER

modi Realty, jenome vally up

Voucher No. _____

A/c. _____

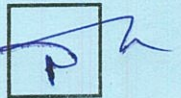
Date : 22/5/25

Paid to Sec' Genl. comt				Rs.	Ps.	
towards Purchase of stamp Papers 15 Nos				2100	-	
Rupees Two Thousand one hundred only				1		
Paid by	Cheque Cash	Cheque No. 	Dated 	Drawn on Bank 	2100	✓

Prepared by

Approved by

Receiver's Signature



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 company	to	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Meghna		Brgv	purchase of stamp papers 15 nos	2100	☐	☐
2.						☐	☐
3.						☐	☐
4.						☐	☐
5.						☐	☐
6.						☐	☐
7.						☐	☐
8.						☐	☐
9.						☐	☐
10.						☐	☐
11.	Total				2100		
Amount to be ☐ 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 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