

Weekly - Petty cash /expense card statement.

Name		Ahmed		Statement date		31.05.2025	
prepared by		S.Shravya		Sign		<i>[Signature]</i>	
From period		31.05.2025		To period		31.05.2025	
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 June.	8000.00	Y	Y	
2.	Gulmohar Welfare Association	GMR			Y	Y	
3.	Gulmohar Welfare Association	GMR			Y	Y	
Total				8000.00			
Amount to be credited by		☐ Transfer to Happy pay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.					
Approved by:		<i>[Signature]</i> Div Manager		Accountant		Accounts Manager	
Sign:		<i>[Signature]</i>				MD	
Date:		31/05/25					

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	Gulmohar Welfare Association			
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 June.			
Location of work				
Period	From:	31.05.2025	To:	31.05.2025
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.

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
Modi Properties Pvt. Ltd. | www.modiproperties.com
5-4-187/ 3 & 4, M G Road, Secunderabad -03 | Ph: +91 40 6633 5551
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