Weekly - Petty cash /expense card statement.

(Common expense)

Name	E. Prasad	Statement date	4/6/25
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.	Modi Properties Pvt Ltd	SSV, MPL BRN GHT	PAPER Insert SSV, MPL BRN GHT at Ramagundam, mandamari	8000	Y N	Y N
2.					Y N	Y N
3.	"	"	flex boards mounting Property Show	6356	Y N	Y N
4.	"	"	Revival Property Show at Ramagundam	4736	Y N	Y N
5.	"	"	Lodge " "	4000	Y N	Y N
6.	"	"	Food allowance " "	1350	Y N	Y N
7.	"	"	Toll Charges	482	Y N	Y N
8.					Y N	Y N
9.					Y N	Y N
10.	Total			24,924		

Amount to be credited by	Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	5/6/25			
Date:				

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Notes: 1. Scanned copy of this statement to be submitted before every Friday 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

Rs. 24,924/- to be divided in to 3 Projects.

1) SSV - Rs. 8,308/-

2) BRN - Rs. 8,308/-

3) GHT - Rs. 8,308/-

Total - Rs. 24,924/-

5/6/25.

DEBIT VOUCHER

Company/Firm	MODI Properties PVT LTD		
Project	SON NPL BYSN GHT		
Voucher No.			
Account head			
Paid to	PAPER Inserts 20000 no,		
Towards/description of work	Ramagundam mandamari 24/5/25 25/5/25 SON NPL BYSN GHT PAPER Inserts Done at		
Location of work			
Amount in Rs.	8000/-		
Amount in words	Eight thousand only		
Mode of payment			
	Cheque/trf No.	Date 4/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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DEBIT VOUCHER

Company/Firm	Modi Properties Pvt Ltd
Project	Sai MPL BRNC, HT
Voucher No.	
Account head	
Paid to	Sri ads
Towards/description of work	Ramagudem 24/5/25 Property Show at Ramagudem, Flex boards Mounting 8x20 8x6 3nos,
Location of work	
Amount in Rs.	6356/-
Amount in words	Six thousand three hundred fifty six only
Mode of payment	

	Cheque/trf No.	Date 4/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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#13-171,
Opp: Dharmaraju Hospital,
Reddy Colony,
MANCHERIAL - 504208.
e-mail: siriadsmncl@gmail.com
Cell: 9030 11 77 55

siri ads
FLEX PRINTING

CASH BILL

No. 1031 Dt: 25/05/2025

Name: Mehta & Modi Reality Koworkus LLP.

Address: Cell:

Sl.No.	Particulars	Qty	Rate
1	8x10	1	
2	8x6 with Pasting	3	4256-00
3	8x6 & 10x8 Rent	3	2100-00

- Please check your Prints before Leaving
- Advance paid once will not be refunded
- No Gaurantee for FLEX & VINYL

Total	6356-00
Advance	
Balance	

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Customer Signature

siri ads

DEBIT VOUCHER			
Company/Firm	Modi Properties Pvt Ltd		
Project	Sai MPL Bhuv GHT		
Voucher No.			
Account head			
Paid to	Pranee		
Towards/description of work	592x81 Pranee Property Show at Ramagundam 24/5/25		
Location of work			
Amount in Rs.	4796/-		
Amount in words	Four thousand Seven hundred Ninety Six		
Mode of payment			
	Cheque/trf No.	Date 5/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Gmathi	[signature]		

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	Petrol Diesel Oil		45,000
		TOTAL	46,500

Signature

Pure for Sure

DEBIT VOUCHER

Company/Firm	Modi Properties PVT LTD		
Project	Sov, MPL BVSN GHT		
Voucher No.			
Account head			
Paid to	ASR CONVENTION		
Towards/description of work	24/5/25 Lodge Property show at Ramagudam & mandamari		
Location of work			
Amount in Rs.	4000/-		
Amount in words	Four thousand only		
Mode of payment			
	Cheque/trf No.	Date 4/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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Cell : 90662 12345

...R CONVENTION
HOTEL ROOMS A/C

Beside CCC Police Station, Main Road,
Mdl : Naspur, Dist. Mancherial - 504 302 (TS)

CASH RECEIPT

74

Date : 24/5/25

Received with thanks from Sri Mehtha & Modi Reality Kowlkur LLP.

towards Booking Date 24/5/25 from 7:00 PM to 11:PM. (Time)

The Sum of Rs 4000/- In words Four thousand only.

Address Hyd. Cell 9849245280

Towards : Banquet Hall / Conference Hall

Total	4000/	Adv.	4000	Bal.	—

Customer Signature

Secretary / Manag

DEBIT VOUCHER			
Company/Firm	Modi Properties PIS 190		
Project	SW MPL [illegible]		
Voucher No.			
Account head			
Paid to	Food allowance		
Towards/description of work	Prasad 30 days Food allowance Property Show at [illegible]		
Location of work			
Amount in Rs.	1350/-		
Amount in words	One thousand three hundred fifty only		
Mode of payment			
	Cheque/trf No.	Date 5/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad			

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DEBIT VOUCHER

Company/Firm	MODI Properties PVT LTD		
Project	Gov MPL Balm GHT		
Voucher No.			
Account head			
Paid to	TOLL CHARGES		
Towards/description of work	TOLL CHARGES		
Location of work			
Amount in Rs.	482/-		
Amount in words	Four Hundred Eighty Two only		
Mode of payment			
	Cheque/trf No.	Date 4/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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MANAGER PROMOTION

Kotak FASTag:Rs.78.00 paid for Toll at Duddeda To for TS09FC5821 on 23-05-2025@17:16 . Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.72.00 paid for Toll at Renikunta for TS09FC5821 on 23-05-2025@19:05 . Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.76.00 paid for Toll at Basanthnag for TS09FC5821 on 23-05-2025@21:54 . Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.76.00 paid for Toll at Basanthnag for TS09FC5821 on 25-05-2025@08:51 . Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.72.00 paid for Toll at Renikunta for TS09FC5821 on 25-05-2025@10:36 . Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.78.00 paid for Toll at Duddeda To for TS09FC5821 on 25-05-2025@12:18 . Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.30.00 paid for Toll at Keesara for TS09FC5821 on 25-05-2025@14:01 . Log on https://kotakfastag.in for disputes.

Total = 482.

APPROVED BY

05 JUN 2025

E. PRASAD
MANAGER PROMOTION