

Weekly - Petty cash /expense card statement.

Name		E. Hyland		Statement date		12/6/25	
Prepared by		P. Rao		Sign		P. Rao	
From period				To period			
SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Modi Realty Genome Valley up		BpV Brothers Distribution at	1200	Y N	Y N	
2.			Genome Valley Basics		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.	Total			1200			
Amount to be credited by		Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.					
Approved by:		Div. Manager		Accounts Manager		MD	
Sign:							
Date:							

APPROVED BY
12/6/25
P. Rao
ACCOUNTANT
PRASAD PROMOTION

Notes: 1. Scanned copy of this statement to be submitted before every Friday. 2. Original vouchers to be attached to this statement and sent to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement is not received within 10 days, 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	MODI RESEARCH Genome Valley UP		
Project	BPN		
Voucher No.			
Account head			
Paid to	BPN Brothers Distribution		
Towards/description of work	BPN Brothers Distribution at Genome Valley ^{6th} Busstop		
Location of work			
Amount in Rs.	1200/-		
Amount in words	One thousand Two Hundred only		
Mode of payment			
	Cheque/trf No.	Date 12/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
J. H. R. S.			

APPROVED BY
12 JUN 2025
E. PRASAD
MANAGER PROMOTION

BLOOMDALE

Residency @ Genome Valley

Near Shamirpet, Hyderabad.

High Quality.
Incredible Price.
Walk to work.



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