Weekly - Petty cash /expense card statement.

(Common expense)

| | | | |
|---|---|---|---|
| Name | E. Prasad | Statement date | 12/6/25 |
| 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 | SOV, MPL, GMR | Kisok activity Nsnccms | 8000 | Y N | Y N |
| 2. | | | | | 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 | | | 8000 | | |

| | | | | |
|---|---|---|---|---|
| Amount to be credited by | Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other: | | | |
| Approved by: | Div. Manager | Accountant | Accounts Manager | MD |
| Sign: | 12/6/25 | | | |
| Date: | | | | |

APPROVED BY
12 JUN 2025
E. PRASAD
MANAGER PROMOTION

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 receipted 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

Above amount to be divided in to 3 projects.

1) SOV – Rs. 2,666/-
2) GMR – Rs. 2,666/-
3) MPL – Rs. 2,668/-

Total Rs. 8000/-

12/6/25

| DEBIT VOUCHER | | | |
|---|---|---|---|
| Company/Firm | Modi Properties Pvt Ltd | | |
| Project | Mini, CCMB | | |
| Voucher No. | | | |
| Account head | | | |
| Paid to | Sov, MPL, GMB | | |
| Towards/description of work | Kiosk activity Mini CCMB | | |
| Location of work | | | |
| Amount in Rs. | 8000/- | | |
| Amount in words | Eight thousand only | | |
| Mode of payment | | | |
| | Cheque/trf No. | Date 12/6/25 | Bank |
| | | | |
| Prepared by | Approved by | Receivers Name | Receivers Signature |
| | | | |

APPROVED BY

12 JUN 2025

E. PRASAD
MANAGER PROMOTION

# MEMO

| : | TO & REMARKS. |
|---|---|
| ...uilwors Vaagga.E | |

Sir,

Sub:- Kiosk activity for MPL & GMR.

we have taken Permission from following as 1) NIN
2) CCMB

we need to Pay to NIN & CCMB
1) NIN Kiosk charges – 4,000/- Per day
2) CCMB Kiosk charges – 4,000/- Per day.

Please Suggest.

12/01/2023

APPROVED BY
18 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

APPROVED BY
06 JUN 2025
SOHAM MODI

Sir,
05/06/2025.

Again we have taken Permission at 1) NIN – 4,000/- Per day
for Kiosk activity.
2) CCMB – 4,000/- Per day

Promoting Projects are:– SOV, MPL & GMR.

Please Suggest.

05/06/2025.