Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	12-06-2025
Prepared by	N.Sai Shivani	Sign	
From period	05-06-2025	To period	11-06-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK-LLP	GHT	Towards Purchase of Araldite, klear cp jali, ball cock,100 Flood light, M.seal,Flush tank handle,insulation tape,Flexkwik towards site use purpose.	4,950/-		□Y □N
2.	MMRK-LLP	GHT	Towards purchase of News paper for the month of May.	450/-	□Y □N	□Y □N
4	MMRK-LLP	GHT	Towards purchase of steel scrubber,Scrubber towards site use purpose.	105/-	□Y □N	□Y □N
5					□Y □N	□Y □N
6						
7						
8						
9	Total			5,505/-		

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign				
Date:	12-06-2025			

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

DEBIT VOUCHER			
Company/Firm	Mehta&Modi Realty Kowkur LLP		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Bhagwathi Electrical paints and sanitary		
Towards/description of work	Towards purchase of Araldite Klear,cp jali,Flood light 100w,Ball cock,M.Seal,Flush tank handle,insulation tape,Flexkwik towards site use purpose.		
Location of work	Kowkur		
Period	05-06-2025		11-06-2025
Amount in Rs.	4,950/-		
	Four thousand Nine hundred fifty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

GSTIN : 36ABHPV6660K1ZZ

RETAIL INVOICE

Original For Buyer

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad
Mob. 7995825048 , 9441079272
State Name:telangana, Code: 36,Pin Code-500094, Email:- pankajchoudhary1112gmail.com

Buyer

UPI

State : Telengana
Contact No. = ,
GSTIN =

State Code:- 36

Invoice No. 864

Dated 13-06-2025

Mode/Term of Payment

Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	Araldite Klear	3506	18	1	1,600.00	1355.93	pc	1600.00
2	Cp Jali	7326	18	10	70.00	59.32	pc	700.00
3	Flood Light 100w	9405	18	1	1,200.00	1016.95	pc	1200.00
4	Ball Cock	3922	18	2	400.00	338.98	pc	800.00
5	M.Seal	3214	18	6	30.00	25.42	pc	180.00
6	Flush Tank handle	3922	18	3	70.00	59.32	pc	210.00
7	Insu.Tape	8546	18	2	10.00	8.47	pc	20.00
8	Flexkwik	3506	18	4	60.00	50.85	pc	240.00
	SGST							377.55
	CGST							377.55
	GRAND TOTAL			29 pc				4950.00

Bill Amount In Words : INR Four Thousand Nine Hundred Fifty Only

Bank Details :-
canara bank sainikpuri
A/C no : 30231010003041
IFSC : CNRB0013023

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
3214	152.52	9 %	13.73	9 %	13.73
3506	1559.33	9 %	140.34	9 %	140.34
3922	855.92	9 %	77.04	9 %	77.04
7326	593.20	9 %	53.39	9 %	53.39
8546	16.94	9 %	1.52	9 %	1.52
9405	1016.95	9 %	91.53	9 %	91.53

Total GST Amount In Words :
INR Seven Hundred Fifty Five & Ten Paise Only

Declaration:
1)Goods once sold not be taken back.
2)In case Bill is not paid with in 7 days interest will be chared at 18%
3)No Guarantee for breakage.
4) We are not responsible for defects in any parts, as warranty liablity lies with supplier company.
5)Cheque Bounce Charge will be 600/.
6)Interest @24% per annum on payment after 15days of delivery. goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION
This is Computer Generated Invoice


Araldite
Araldite
Klear 5
SURYA
Crompton
FLUX AIR
225mm VENTILATING FAN
FT AIR P
300mm VENTILA

DEBIT VOUCHER			
Company/Firm	Mehta&Modi Realty Kowkur LLP		
Project	GHT		
Voucher no.	2		
Account head			
Paid to	SHAIK MUSTHAFA		
Towards/description of work	Towards purchase of News paper for the month of May.		
Location of work	Kowkur		
Period	05-06-2025		11-06-2025
Amount in Rs.	450/-		
	Four hundred fifty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

SK MUSTHAFA

News Paper & Magazine Suppliers

H.No. 4-777, Kowkoor, Secunderabad -500 010.

Pay using Oaytm or any UPI App

paytm Wallet & UPI

Cell : 7032368607

Card No.

SK MUSTHAFA

Name : Greenwood heights

Address : ....

....

Mobile No. : ....

Terms & Conditions

Payment Should pay before

10th of every month

PYMENT DETAILS

Month	Particulars	Amount	Balance	Total Amount	Date	Sign
Feb.						
March						
April						
May	E+TI	450	–	450	7/6/25	[illegible]
June						
July						
Aug.						
Sept.						
Oct.						
Nov.						
Dec.						
Jan.						

DEBIT VOUCHER			
Company/Firm	Metha & Modi Realty Kowkur LLP		
Project	GHT		
Voucher no.	3		
Account head			
Paid to	Ambika Traders		
Towards/description of work	Towards Purchase of Steel scrubber,Scrubber towards site use purpose.		
Location of work	Kowkur		
Period	05-06-2025		11-06-2025
Amount in Rs.	105/-		
	One hundred five rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

CASH BILL

AMBIKA TRADERS

WHOLESALE DRY FRUITS, KIRANA & GENERAL MERCHANT

Shop No. 1A, Opp. Green Wood Residency,
Kowkoor, Secunderabad-500087

NO. 087

Date : 12/6/25

Ms. ....

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT
1	Steel wool	4		60 —
2	Steel —	3		45 —
				105
			TOTAL	

INWARD

Inward No:	Dt: 220
MRN No:	Dt: 12/06/25
Received By:	Sign. Aash

MEHTA & MODI REALTY KOWKUR LLP

For AMBIKA TRADERS

Signature

Scanned with OKEN Scanner


EKO Clean
100% RUST - FREE
EKO Family........
Healthy Family
Stainless Steel Scrubber
vivo Y27
Secunderabad, Telangana Jun 11, 2025, 16:03