Weekly - Petty cash /expense card statement.

Name	E. Prasad	Statement date	19/6/25
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.	MEGHA 3 Modi	Project Kawkalip	GHT PAPER Issued at Karimnagar	4000	Y N	Y N
2.	,,	,,	Petrol Charges at Karimnagar	2624	Y N	Y N
3.	,,		Lodge	1900	Y N	Y N
4.	,,	,,	Food allowance	900	Y N	Y N
5.	,,	,,	Toll Charges	224	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			9648		

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:	19/6/25			
Date:				

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19 JUN 2025
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MANAGER PROMOTION

Notes: 1. Scanned copy of this statement to be submitted before every Saturday 6pm. 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	METHA & MODI Reality Kowork LLP		
Project	4HT		
Voucher No.			
Account head			
Paid to	PAPER Inserts		
Towards/description of work	4HT PAPER Inserts Done at Karimnagar 10,000 No,		
Location of work			
Amount in Rs.	4000/-		
Amount in words	four thousand only		
Mode of payment			
	Cheque/trf No.	Date 19/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

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DEBIT VOUCHER			
Company/Firm	MEGHAS MEDI REALITY KOWLEKALLP		
Project	4HT		
Voucher No.			
Account head			
Paid to	Petrol		
Towards/description of work	328 kms × 8 Petrol Charges Paper Inserts at Karimnagar		
Location of work			
Amount in Rs.	2624/-		
Amount in words	Two thousand Six Hundred Twenty Four only		
Mode of payment			
	Cheque/trf No.	Date 19/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[illegible]	[illegible]		

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DEBIT VOUCHER

Company/Firm	METHA & MODI Reality Konkur LLP		
Project	4HT		
Voucher No.			
Account head			
Paid to	NATARAJ LODGE		
Towards/description of work	Lodge Paper Inserts 4HT at Karimnagar		
Location of work			
Amount in Rs.	1900/-		
Amount in words	One Thousand Nine Hundred Only		
Mode of payment			
	Cheque/trf No.	Date 19/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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s. NATARAJ LODGE

Beside Bus-Stand. Nataraj Complex,
KARIMNAGAR.

Bill No. 801 Date 15/06/25

Sri MODI Reality, KOWKUR LLP

Address MG Road, Hyd

Date of Arrival 14/06/25 Time 6:00 PM

Date of Departure 15/06/25 Time 21:00 PM

Registered No. ______ Room No. 201 No.of days Charged 1

Room Rent	1900-00
Room Service Charges	—
Guest Charges	—
Telephones	—
Extras if any	—
Advance	
Balance	
Total	1900-00

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19 JUN 2025

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DEBIT VOUCHER			
Company/Firm	METHAS MOOI REALITY KOWKUR LLP		
Project	GHT		
Voucher No.			
Account head			
Paid to	Food allowance		
Towards/description of work	Food allowance Prasad at KARIMNAGAR		
Location of work			
Amount in Rs.	900/—		
Amount in words	Nine Hundred only		
Mode of payment			
	Cheque/trf No.	Date 19/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad	[signature]		

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19 JUN 2025

E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER			
Company/Firm	METHAS MODI REALITY KONIKORLLP		
Project	GHT		
Voucher No.			
Account head			
Paid to	TOLL CHARGES		
Towards/description of work	TOLL CHARGES		
Location of work			
Amount in Rs.	224		
Amount in words	TWO Hundred Twenty Two only		
Mode of payment			
	Cheque/trf No.	Date 19/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Ghatt	APPROVED BY 19 JUN 2025 E. PRASAD MANAGER PROMOTION		

Kotak FASTag:Rs.78.00 paid for Toll at Duddeda To for TS09FC5821 on 14-06-2025@18:33 .Bal.380.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.72.00 paid for Toll at Renikunta   for TS09FC5821 on 14-06-2025@20:09 .Bal.308.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.39.00 paid for Toll at Duddeda To for TS09FC5821 on 15-06-2025@10:58 .Bal.234.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.35.00 paid for Toll at Renikunta   for TS09FC5821 on 15-06-2025@08:19 .Bal.273.00.Log on https://kotakfastag.in for disputes.

Total = 224.

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19 JUN 2025
E. PRASAD
MANAGER PROMOTION