

Weekly - Petty cash / expense card statement.

Name: E. Piyas		Statement date: 19/6/25				
Prepared by: Piyas		Sign: Piyas				
From period:		To period:				
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.						
2.	11	11	Gift Paper Tracet Kavinagar	4000	Y N	Y N
3.	11		Payroll charges at Kavinagar	2624	Y N	Y N
4.	11	11	Logge food allowance	1900	Y N	Y N
5.	11	11	Tire 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		Cash reimbursement,		Transfer to personal a/c.
Approved by:		Div. Manager		Accounts Manager		MD
Sign:						
Date:						

Notes: 1. Scanned copy of this statement to be submitted before every month. 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 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. MD's approval is required for expenses of over 10,000/- per week.

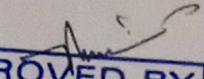
APPROVED BY
 19/6/25
 19 JUN 2025
 PRASAD PROMOTION
 MANAGER

DEBIT VOUCHER			
Company/Firm	METHA & MODI Beauty Parlours LLP		
Project	LHT		
Voucher No.			
Account head			
Paid to	PAPER INKTS		
Towards/description of work	LHT PAPER INKTS Donet Karimnagar 10000/-		
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
CPWAL			

APPROVED BY
 19 JUN 2025
 E. PRASAD
 MANAGER PROMOTION

DEBIT VOUCHER			
Company/Firm	MEENAKSHI MODI REALTY KANAKPUR		
Project	CHH		
Voucher No.			
Account head			
Paid to	PETROL		
Towards/description of work	328 KMS 18 PETROL CHARGES PAPER INSULTS at KANAKPUR		
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
CHH			

APPROVED BY
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DEBIT VOUCHER			
Company/Firm	MEETHA S. MODI REALITY KANAKUR UP		
Project	LMT		
Voucher No.			
Account head			
Paid to	NATARAJ LOOGE		
Towards/description of work	Looge PAPER Inserts LMT 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
CPWPR			

APPROVED BY
19 JUN 2025
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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 MGR Road, Hyd

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

Date of Departure 15/06/25 Time 2:00 PM

Registered No. _____ Room No. 20 No. of days Charged 1

Room Rent

1900-00

Room Service Charges

—

Guest Charges

—

Telephones

—

Extras if any

—

APPROVED BY

Advance

19 JUN 2025

Balance

**E. PRASAD
MANAGER PROMOTION**

Total

1900-00

DEBIT VOUCHER

Company/Firm	METHAS HOOD REALITY WORKER UP		
Project	CHT		
Voucher No.			
Account head			
Paid to	Food allowance		
Towards/description of work	Food allowance Prasad et KARINAGAR		
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			

APPROVED BY
19 JUN 2025
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DEBIT VOUCHER			
Company/Firm	METHAS HOD: Reelity Kowikrup		
Project	CHT		
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
Chw			

APPROVED BY
 19 JUN 2025
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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.

