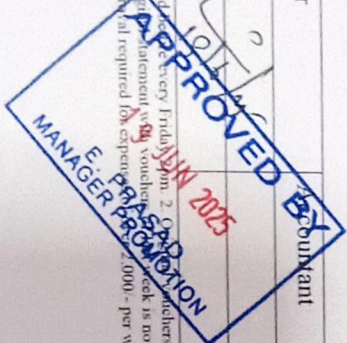


Weekly - Petty cash / expense card statement.

Name		Y. MUKHAI MEHAN		Statement date		18/6/25	
Prepared by		Y. MUKHAI		Sign		Y. MUKHAI	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	1100. Petty Cash for use		NPL Paper Tissues at Pharmacy	2000	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			2000			
Amount to be credited by		Transfer to Happy card, Other:		Transfer to expense card,		Cash reimbursement, Transfer to personal a/c.	
Approved by:		Div. Manager		Accountant		Accounts Manager	
Sign:							
Date:							

Notes: 1. Scanned copy of this statement to be submitted to the Accounts Manager every Friday. 2. On receipt of the statement, the Accounts Manager 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 is not received within 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 10,000/- per week. MDs approval is required for expenses of over 10,000/- per week.



DEBIT VOUCHER			
Company/Firm	Mod. Properties Pvt Ltd		
Project	MPL		
Voucher No.			
Account head			
Paid to	PAPEX Inserts		
Towards/description of work	MPL PAPEX Inserts Done at Rangankh RK 500000		
Location of work			
Amount in Rs.	2000/-		
Amount in words	TWO THOUSAND ONLY		
Mode of payment			
	Cheque/trf No.	Date 18/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
G. R. K.	[Signature]		

APPROVED BY
19 JUN 2025
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