Weekly - Petty cash /expense card statement.

| | | | |
|---|---|---|---|
| Name | J. Selva kumar | Statement date | 27/6/25 |
| Prepared by | Selva kumar | Sign | |
| From period | 26/6/25 | To period | 25/6/25 |

| Sl No | Debit to company | Debit to project | Description of expense | Amount | Bill enclosed | GST bill |
|---|---|---|---|---|---|---|
| 1. | MHTR- Roading | MHTR. | Purchas of cups, flask, spoons. | 2,485/- | ✓ | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | Total | | Total | 2485/- | | |

| | | | | |
|---|---|---|---|---|
| Amount to be credited by | ☐ Transfer to Hapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other: | | | |
| Approved by: | Div. Manager | Accountant | Accounts Manager | MD |
| Sign: | | | | |
| Date: | 27/6/25 | | | |

APPROVED BY
27 JUN 2025
P. PRABHAKAR
Sr. MANAGER-PURCHASE

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 | Modi housing pvt ltd. trading | | |
| Project | MHTR. | | |
| Voucher no. | | | |
| Account head | Petty cash. | | |
| Paid to | Indian Bazar. | | |
| Towards/description of work | purchase of tea flask, steel at less spoons with cup with saucer. | | |
| Location of work | Rampally. (head office) | | |
| Amount in Rs. | 2,485/- | | |
| Amount in words | Two thousand four hundred eighty five rupees only | | |
| Mode of payment | Cheque/trf no. | Date | Bank |
| | | | |
| Prepared by | Approved by | Receivers name | Receivers signature |
| selvakumar | | | |

APPROVED BY
27 JUN 2025
P. PRABHAKAR
Sr. MANAGER PURCHASE

Cell : 9885609010
8919605295

CASH MEMO

# INDIAN BAZAR

# 4-1-91/19, Shop No. 4, EMR Complex, Opp. NTR Studio,
Bhawani Nagar, Nacharam, Hyderabad.

No.

Date 25/6/25

M/s. modi housing pvt LTD trading

Address

| S.No. | DESCRIPTION OF GOODS | QTY. | RATE | Amount Rs. | Ps. |
|---|---|---|---|---|---|
| 1) | Tea Flask | 1 | 735 | 735 | 00 |
| 2) | steel cutlery spoons set | 1 | 450 | 450 | 00 |
| 3) | cup with saucer | 2 set | 650 | 1300 | 00 |
| | | | TOTAL | 2485 | 00 |

INWARD
Inward No: 125
Dt: 28/6/25
MRN No:
Dt:
Received By: Samarjit
Sign:
MODI

For INDIAN BAZAR

Authorised Signature