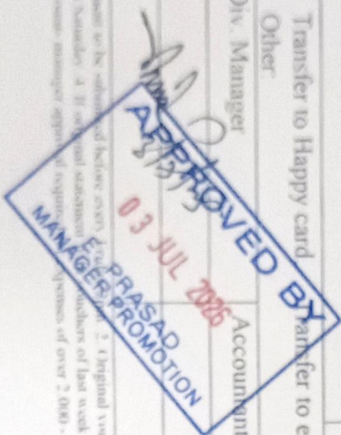


Weekly - Petty cash /expense card statement.

Name		CHAMAN MOHAN		Statement date		5/7/15	
Prepared by		CHAMAN		Sign		CHAMAN	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1					Y	N	
2	Mobile Communication Services		Gram Panch 12/14	1680	Y	N	
3					Y	N	
4					Y	N	
5					Y	N	
6					Y	N	
7					Y	N	
8					Y	N	
9				1680	Y	N	
10	Total						
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 entry. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment as recorded in scanned statement on Saturday. 4. If original statement is not submitted by Monday, the vouchers of last week is not received is withheld further payment and salary. 5. Employee must maintain photocopy of all bills vouchers for 3 months. 6. Division manager and accounts manager approval is 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 CONSULTANCY SERVICES		
Project	MCS		
Voucher No.			
Account head			
Paid to	STAMP PAPER		
Towards/description of work	STAMP PAPER 12 NO, HANDLING LEASE AGREEMENT		
Location of work			
Amount in Rs.	1680/-		
Amount in words	ONE THOUSAND SIX HUNDRES EIGHTY ONLY		
Mode of payment			
	Cheque/trf No.	Date 3/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
P. W. S.	[Signature]		

APPROVED BY

03 JUL 2026

E. PRASAD
MANAGER PROMOTION