

Weekly - Petty cash / expense card statement.

Name		Chandra Mohan		Statement date		31/7/25	
Prepared by		Chandra		Sign		Chandra	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1	MD's Health		Sanath's car service PATEX AD	1008	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			1008			
Amount to be credited by		Transfer to Happy card, Other:		Cash reimbursement,	Transfer to personal a/c.		
Approved by:		Div. Manager	Accountant	Accounts Manager	MD		
Sign							
Date							

APPROVED BY
03 JUL 2025
PRASAD PROMOTION
MANAGER

Notes: 1. Scanned copy of this statement to be submitted before every Saturday. 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. For original statement, employees 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.

DEBIT VOUCHER			
Company/Firm	MODI REALITY NIKHILAYADA UP		
Project	A2/H		
Voucher No.			
Account head			
Paid to	NANDU G AOC		
Towards/description of work	11/4/25, 13/7/25 One A2/H Sakin: LABITIO PART A2		
Location of work			
Amount in Rs.	1008/-		
Amount in words	One Thousand Eight Only		
Mode of payment			
	Cheque/trf No.	Date 3/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
JWPS			

APPROVED BY
03 JUL 2026
E. PRASAD
MANAGER PROMOTION

John T. Ford

SOHAM MODI