

Weekly - Petty cash /expense card statement.

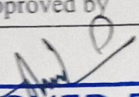
(Correction Expense)

Name		Chiranjeev Mohan		Statement date		3/7/25	
Prepared by		Chiranjeev Mohan		Sign		Chiranjeev Mohan	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Happy Properties Rs 250		Brother's Caravan 2000 ru	2100	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			2100			
Amount to be credited by		Transfer to Happy card		Transfer to expense 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 Monday. 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 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.

APPROVED BY
E. PRASAD PROMOTIONS
03 JUL 2025
Div. Manager

DEBIT VOUCHER

Company/Firm	Modi Brothers Pvt Ltd		
Project	MPL		
Voucher No.			
Account head			
Paid to	BASA PLASTIC		
Towards/description of work	Brochures covers 200000,		
Location of work			
Amount in Rs.	2100/-		
Amount in words	Two thousand one hundred only		
Mode of payment			
	Cheque/trf No.	Date 3/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. H. M.			

APPROVED BY

03 JUL 2026

E. PRASAD
MANAGER PROMOTION

B. Kurishnamurthy

CASH BILL

Cell: 9849715842

**BABA PLASTIC
ENTERPRISES**

12-11-1033/1, Opp Mena Cafe Lane, Warasiguda, Secunderabad.

No. **431**Date: 01/07/25M/s. Moti Properties Pvt Ltd.

S.No.	Particulars	Qty.	Rate	Amount	
				Rs	Ps
	Broucheris covers	2pkts	1050/-	2100	-
			Total	2100	-

APPROVED BY
03 JUL 2026
E. PRASAD
MANAGER PROMOTION

Signature