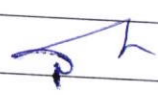


Weekly - Petty cash /expense card statement.

Name	Ch Ramesh		Statement date	Card No:4629 5254 2716 5716		
Prepared by	Ch Ramesh		Sign			
From period			To period			

Sl No	Debit company	to	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRHPL		MMRHPL	Purchase A Stamp paper	1680	☐ 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.						☐ Y ☐ N	☐ Y ☐ N
11.	Total				1680	☐ Y ☐ N	☐ Y ☐ N

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

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 receipt 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

modi & modi Realty Hyderabad Pvt Ltd

Voucher No. _____

A/c. _____ Date : 4/2/25

Paid to	<u>sec'bad CONT</u>			Rs.	Ps.	
towards	<u>Purchase of Stamp Paper 12 Nos</u>			<u>1680</u>		
Rupees	<u>One Thousand Six Hundred Eighty only</u>					
Paid by	<u>Cheque</u> Cash	Cheque No. 	Dated 	Drawn on Bank 	<u>1680</u>	

Prepared by

Approved by



Receiver's Signature

