

Weekly - Petty cash /expense card statement

Name	D. Shree Shree		Statement date	10/07/24	
Prepared by	D. Shree Shree		Sign	[Signature]	
From period			To period		

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	M.P.P.	M.P.P.	AUTO CHARGES	180	OY ON	OY ON
2.	M.P.P.	M.P.P.	FOOD ALLOWANCE	100	OY ON	OY ON
3.	M.P.P.	M.P.P.	FOOD ALLOWANCE	150	OY ON	OY ON
4.					OY ON	OY ON
5.					OY ON	OY ON
6.					OY ON	OY ON
7.					OY ON	OY ON
8.			MODE REALTY BROKERAGE	375	OY ON	OY ON
9.					OY ON	OY ON
10.					OY ON	OY ON
11.					OY ON	OY ON
Amount to be credited by				Total:	805	

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. Employees 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

MPPL

Voucher No. _____

A/c. _____

Date : 26/06/25

Paid to <u>AUDIO charges Shreekrishna</u>				Rs.	Ps.
towards <u>AUDIO charges Paid no't to PWD 280</u>				180	00
				}	
Rupees <u>one hundred Eighty only</u>					
Paid by <u>Cheque</u> ✓	Cheque No.	Dated	Drawn on Bank	180	00
Cash					

Prepared by

SNS

Approved by

[Signature]

Receiver's Signature

[Signature]

DEBIT VOUCHER

Dated

DEBIT VOUCHER

MPPZ

Voucher No. _____

A/c. _____

Date :

26/06/28

Paid to <u>Food Allowance</u> <u>Shereaton</u>				Rs.	Ps.
towards <u>Food Allowance AT Home MDAH</u>				100	00
<u>Grossed Amount 07/06/28</u>				}	
Rupees <u>one hundred only</u>					
Paid by <u>Cheque</u> ☒	Cheque No.	Dated	Drawn on Bank	100	00
<u>Cash</u> ☐					

Prepared by

GA

Approved by

[Signature]

Receiver's Signature

[Signature]

DEBIT VOUCHER

M. 975

Voucher No. _____

At _____

Date _____

Paid to	Rs.	Rs.
forwards	100	100
Drawn on Bank		
Dated		
Cheque No.		
Paid by		
Cash		

Receiver's Signature

Approved by

Prepared by

DEBIT VOUCHER

MPR

Voucher No. _____

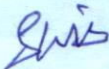
A/c. _____

Date :

01/07/28

Paid to <u>ford Allowance</u> <u>Shewartha</u>				Rs.	Ps.
towards <u>ford Allowance on 30/06/28</u>				150	00
<u>noting 3:00 AM Redu masy Atopos</u>					
<u>DROP</u>					
Rupees <u>one Hundred fifty only</u>					
Paid by <u>Cheque</u> ✓	Cheque No.	Dated	Drawn on Bank	150	00
Cash ✓					

Prepared by



Approved by



Receiver's Signature



DEBIT VOUCHER

MODS REALTY POLHARAM

Voucher No. _____

A/c. _____ Date : 01/07/28

Paid to <u>Rosa & Co.</u>				Rs.	Ps.
towards <u>Purchase of Rubber Study DN: 5670</u>				375	00
				}	
Rupees <u>Three Hundred Seventy Five</u>					
<u>only</u>					
Paid by	<u>Cheque</u> Cash ✓	Cheque No. 	Dated 	Drawn on Bank 	375 00

Shi
Prepared by

Din
Approved by

Receiver's Signature



ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS
7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.

Ph : 27704825 Cell : 9032008269, SMS/Whats App : 9032008263
E-mail : rajastamps@hotmail.com

CASH MEMO

M/s. MODI REALTY
POCHARAM LLP

No. **5670**

Sl.
No.

PARTICULARS

Date : 01/07/28

AMOUNT
Rs. Ps.

1 Rubber Stamp 3 nos

375

00

CHECKED

SECURITY/SUP.

By: [Signature] Dt: 01/07/28

As per Specimen Attached

TOTAL

375 00

For **RAJA & CO.**

CASH MEMO

ESTD: 1983

RAJA & CO.,

RUBBER STAMP MAKERS

30-2521, Rajiv Gandhi Road

Chennai - 600 006

Phone: 23555555, 23555556

E-mail: raja.stamp@rediffmail.com



No. 5070

Sl. No.

PARTICULARS

For MODI REALTY POCHARAM LLP

Authorised Signatory

For MODI REALTY POCHARAM LLP

Designated Partner



TOTAL

For RAJA & CO.

As per copy attached