

DEBIT VOUCHER

MODI REALTY (MALLAPUR) LLP

Office: 5-4-187/3 & 4, IInd Floor,
Soham Mansion, M.G. Road,
SECUNDERABAD-500 003.T.S.
GULMOHAR RESIDENCY
Site: Sy No.19, Mallapur, R.R. District

Voucher No. _____

A/c. _____

Date : 11/12/25

Paid to		Rs.	Ps.
M. Mahendar		2800	00
towards Purchase of Stamp papers - 20 Nov 18			
Tade Estate			
Rupees two Thousand eight hundred only			
Cheque No.		Dated	
Paid by		Drawn on Bank	
Cheque			
Cash		2800	00

APPROVED BY

Approved by

Receiver's Signature

Prepared by

Card no: 4689 5254 2216 5914

Weekly - Petty cash / expense card statement

Name		M. Mohender		Statement date		01/2/25	
Prepared by		M. Mohender		Sign		M. Mohender	
From period		01/2/25		To period		01/2/25	
SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Yode Estates	Govindhar	Purchase of Sheep papers - 2000's	2800	OY DN	OY DN	
2.		Peridany			OY DN	OY DN	
3.					OY DN	OY DN	
4.					OY DN	OY DN	
5.					OY DN	OY DN	
6.					OY DN	OY DN	
7.					OY DN	OY DN	
8.					OY DN	OY DN	
9.					OY DN	OY DN	
10.					OY DN	OY DN	
11.					OY DN	OY DN	
Amount to be credited by				Total:	2800		
Approved by:				☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c, ☐ Other:			
Sign:		Div. APPROVED BY		Accountant		Accounts Manager	
Date:		G.B. RAM BABU ASST. GENERAL MANAGER, C.R.				MD	

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. MD's approval is required for expenses of over 10,000/- per week.