Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	10-07-2025
Prepared by	N.Subhash	Sign	
From period	02-07-2025	To period	10-07-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK-LLP	GHT	Towards Sales office Newspaper bill for the month june 25.	450/-		☐Y ☐N
2.	MMRK-LLP	GHT	Lineman fuse breakdown purpose.	750/-	☐Y ☐N	☐Y ☐N
4	MMRK-LLP	GHT	MD Sir Site Visit Tea and Snaks purpose	490/-	☐Y ☐N	☐Y ☐N
5	MMRK-LLP	GHT	PVC U patti for false ceiling purpose.	320/-	☐Y ☐N	☐Y ☐N
6	MMRK-LLP	GHT	Site office and Security water purpose.	2430/-		
7	MMRK-LLP	GHT	Treadmill Service Visiting Charges	400/-		
8	MMRK-LLP	GHT	Plumbing Fabt material purpose.	176/-		
9	MMRK-LLP	GHT	Sales office Ac repairing charges purpose.	650/-		
10	MMRK-LLP	GHT	Bhagavati Araldite for Sink and Corridor clading work purpose.	3,000/-		
	Total			8,666/-		

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign For N.Suresh				
Date:	10-07-2025			

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 receipted 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

11 JUL 2025

PROJECT MANAGER

DEBIT VOUCHER			
Company/Firm	Greenwood Heights		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Newspaper person		
Towards/description of work	Towards News paper bill for the month of june 25.		
Location of work	Kowkur		
Period	03-07-2025		10-07-2025
Amount in Rs.	450/-		
	Four hundred and fifty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for ... 11 JUL 2025 PROJECT MANAGER		

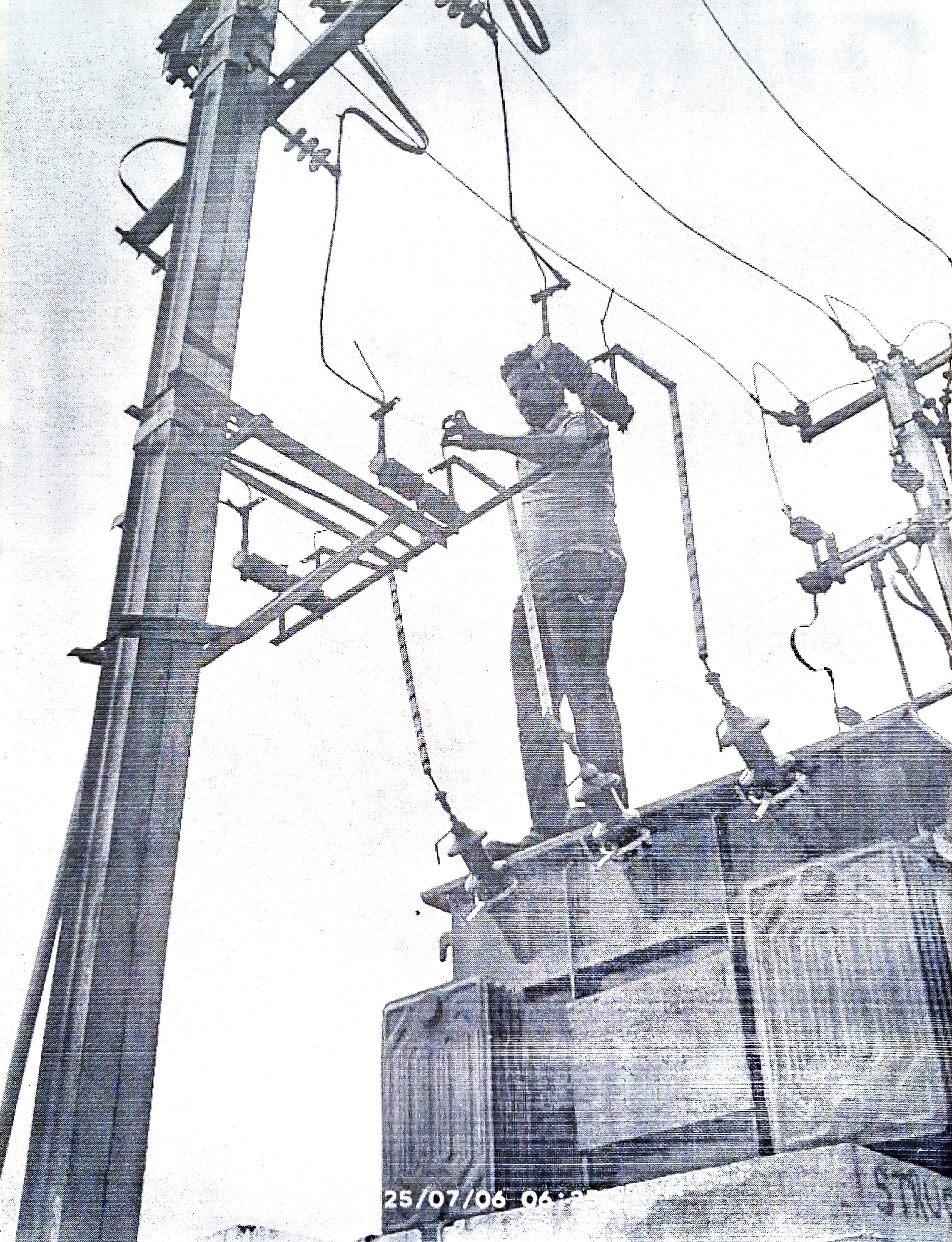
Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

PYMENT DETAILS

Month	Particulars	Amount	Balance	Total Amount	Date	Sign
Feb.						
March						
April						
May						
June	E+Ti	450	-	450	6/7/25	[illegible]
July						
Aug.						
Sept.						
Oct.						
Nov.						
Dec.						
Jan.						

DEBIT VOUCHER			
Company/Firm	Greenwood Heights		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Lineman		
Towards/description of work	Towards fuse breakdown work purpose.		
Location of work	Kowkur		
Period		03-07-2025	10-07-2025
Amount in Rs.	750/-		
	Seven hundred and fifty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for APPROVED BY 11 JUL 2025 A. SURESH PROJECT MANAGER		

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.


25/07/06

DEBIT VOUCHER			
Company/Firm	Greenwood Heights		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Ofc boy		
Towards/description of work	Towards MD Sir site visit snacks work purpose.		
Location of work	Kowkur		
Period	03-07-2025		10-07-2025
Amount in Rs.	490/-		
	four hundred and ninty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for		

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

11 JUL 2025

PROJECT MANAGER

CASH BILL

AMBIKA TRADERS

WHOLESALE DRY FRUITS, KIRANA & GENERAL MERCHANT

Shop No. 1A, Opp. Green Wood Residency,
Kowkoor, Secunderabad-500087

NO. 086

Date : ....

Ms...

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT
1	Dark Fantasy	12	-	370
2	Wate Bottle	05	-	50
3	Diet Coke	40	-	40
4	Badam milk	30	-	30
			TOTAL	490

INWARD

Inward No: 247	Dt: 10/2/25
MRN No:	Dt:
Received By:	Sign.

MEHTA & MODI REALTY KOWKUR LLP

For AMBIKA TRADERS

Signature

DEBIT VOUCHER			
Company/Firm	Greenwood Heights		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Ofc boy		
Towards/description of work	Towards PVC U Patti use at 601 work purpose.		
Location of work	Kowkur		
Period	03-07-2025		10-07-2025
Amount in Rs.	320/-		
	Three hundred and twenty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for		

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

11 JUL 2025

PROJECT MANAGER

CASH/CREDIT MEMO

No............

Date 07-07-2025

M/s...

QTY.	PARTICULARS	RATE	AMOUNT Rs.	Ps.
4	PVC L	80	320	
	TOTAL		320	

INWARD

Inward No: 245 Dt: 7/7/25

MRN No: Dt:

Received By: Sign.

MEHTA & MODI REALTY KOLKUR LLP

*Goods once sold will not be taken back or exchanged.

E.&O.E. Signature

DEBIT VOUCHER			
Company/Firm	Greenwood Heights		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Water person		
Towards/description of work	Towards Sales and security drinking water purpose.		
Location of work	Kowkur		
Period	03-07-2025		10-07-2025
Amount in Rs.	2430/-		
	Two thousand four hundred and thirty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for 1 JUL 2025 PROJECT MANAGER		

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

	Date	No. of full Bottles	No. of Empty Bottles	Stock With Customer	Customer Signature
14	12/06/25	04	-	-	Aash
15	13/06/25	02	—	—	
16	14/06/25	3	—	—	
17	15/6/25	3	—	—	
18	16/6/25	3	—	—	
19	17/6/25	3	—	—	
20	18/6/25	2	—	—	
21	19/6/25	3	—	—	
22	20/6/25	2	—	—	
23	21/6/25	2	—	—	
24	22/06/25	2	-	-	Aash
25	23/6/25	3	—	—	
26	24/6/25	2	—	—	
27	25/6/25	2	—	—	
28	26/6/25	2	—	—	
29	27/6/25	4	—	—	
30	29/6/25	02	-	-	
31	30/6/25	04	-	-	

TOTAL CANS 81 TOTAL Rs. 2,430

DEBIT VOUCHER			
Company/Firm	Greenwood Heights		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Urban repairs		
Towards/description of work	Towards treadmill servise visiting charges purpose.		
Location of work	Kowkur		
Period	03-07-2025		10-07-2025
Amount in Rs.	400/-		
	Four hundred rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for N [signature]		

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

11 JUL 2025

DEBIT VOUCHER			
Company/Firm	Greenwood Heights		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Khudoos		
Towards/description of work	Towards Plumbing material purpose.		
Location of work	Kowkur		
Period	03-07-2025		10-07-2025
Amount in Rs.	176/-		
	one hundred seventy six rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	Fd N. [signature]		

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

11 JUL 2025

MANAGER

7008417240

ALAXMI HARDWARE, PAINT, SANITARY & ELECTRICALS

SURYA CEM, ELECTRICAL, HARDWARE, PAINTS, SANITARY

Dealers in : Asian Paints, Sudhakar Pipes, Ashirvad Pipes, Birla, JK Putty, CPFittings, Onexa, Parryware, Cera, Hindware

Near Indian Oil Petrol Pump, Yapral Main Road, Yapral, Secunderabad - 500087

Name: .... Dt. 1/7/25

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT Rs. Ps.
	[illegible]	1		50
	FABT	1		126
				176
			Total	

INWARD

Inward No: 239 | Dt: 1/7/25

MRN No: | Dt:

Received By | Sign.

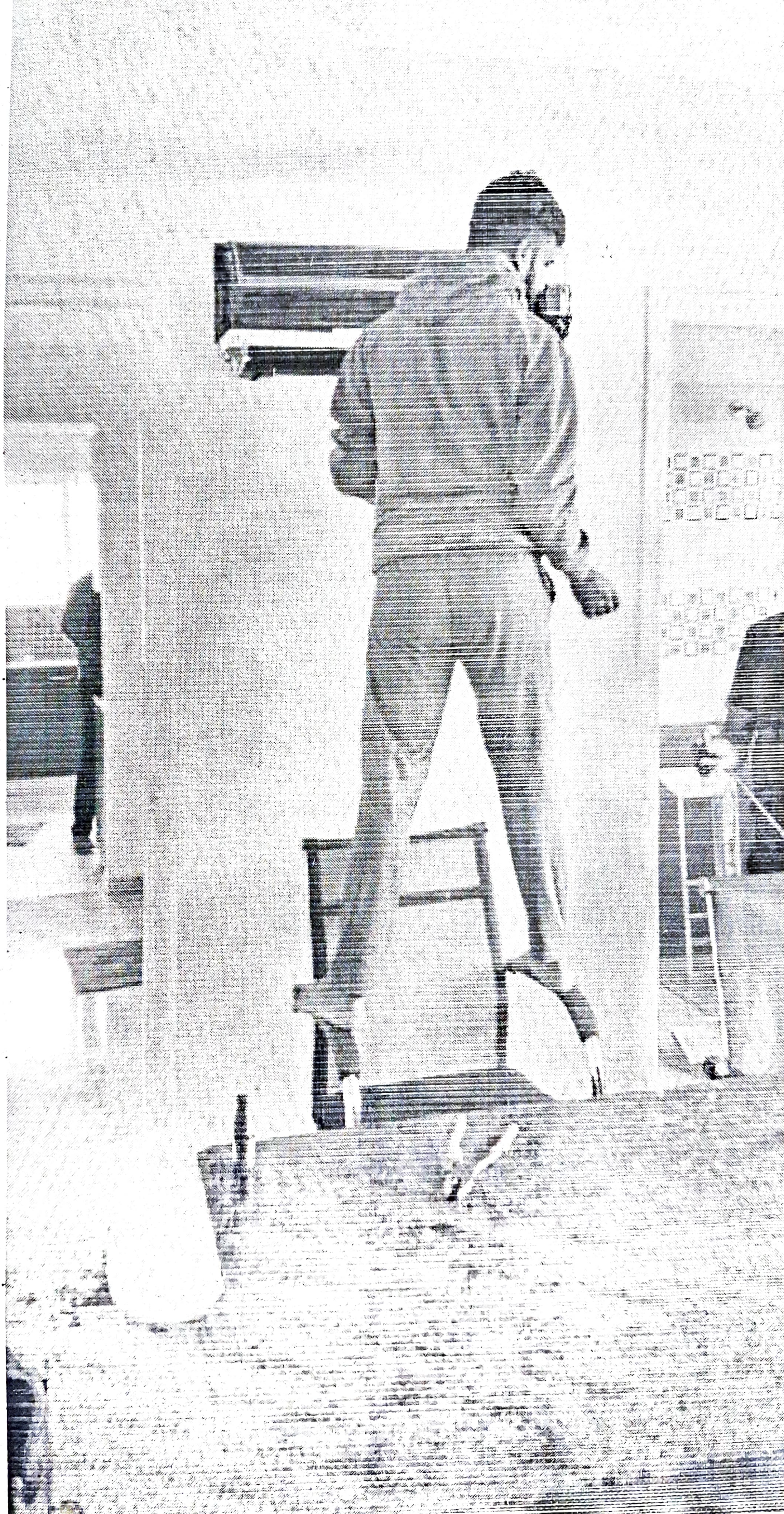
MEHTA & MODI REALTY KOWKUR LLP

DEBIT VOUCHER			
Company/Firm	Greenwood Heights		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Ac Repair person		
Towards/description of work	Towards AC Repair person purpose.		
Location of work	Kowkur		
Period	03-07-2025		10-07-2025
Amount in Rs.	650/-		
	Six hundred and fifty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for		

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

11 JUL 2025

MANAGER



DEBIT VOUCHER				
Company/Firm	Greenwood Heights			
Project	GHT			
Voucher no.	1			
Account head				
Paid to	Bagavathi hardware			
Towards/description of work	Toward Material use purpose.			
Location of work	Kowkur			
Period		03-07-2025		10-07-2025
Amount in Rs.	3000/-			
	Three thousand rupees Only			
	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	
	for N. [signature]			

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

11 JUL 2025

GSTIN : 36ABHPV6660K1ZZ

TAX INVOICE

Original For Buyer

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad
Mob. 7995825048 , 9441079272
State Name:telangana, Code: 36,Pin Code-500094, Email:- pankajchoudhary1112gmail.com

Buyer
Mehta And Modi Realty Kowkur LLP

State : Telengana
Contact No. = ,
GSTIN = 36ABLFM7631F1Z3

State Code:- 36

Invoice No. 1138
Dated 09-07-2025

Mode/Term of Payment
Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	Araldite Klear	3506	18	2	1,500.00	1271.19	pc	3000.00
	SGST							*228.81*
	CGST							*228.81*
	GRAND TOTAL			2	*pc*			3000.00

INWARD
Inward No: 248 Dt: 10/7/25
MRN No: Dt:
Received By: Sign.
MEHTA & MODI REALTY KOWKUR LLP

Bill Amount In Words : INR Three Thousand Only

Bank Details :-
canara bank sainikpuri
A/C no : 30231010003041
IFSC : CNRB0013023

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
3506	2542.38	9 %	228.81	9 %	228.81

Total GST Amount In Words :
INR Four Hundred Fifty Seven & Sixty Two Paise Only

Declaration:
1)Goods once sold not be taken back.
2)In case Bill is not paid with in 7 days interest will be chared at 18%
3)No Guarantee for breakage.
4) We are not responsible for defects in any parts, as warranty liablity lies with supplier company.
5)Cheque Bounce Charge will be 600/.
6)Interest @24% per annum on payment after 15days of delivery. goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION
This is Computer Generated Invoice


Araldite
Araldite
Araldite
Klear 5