Weekly - Petty cash /expense card statement.

Name	E Prasad	Statement date	17/7/25
Prepared by	Prasad	Sign	Prasad
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Methas mod'	Realty Konsultancy	4Ht PAPER Insert Karimnagar	4000	Y N	Y N
2.	"	"	Petrol Charges " "	3056	Y N	Y N
3.	"	"	Lodge	1800	Y N	Y N
4.	"	"	Food allowance	450	Y N	Y N
5.	"	"	Toll Charges	376	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			9682		

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

APPROVED BY
17 JUL 2026
E PRASAD
MANAGER PROMOTION

Notes: 1. Scanned copy of this statement to be submitted before every Friday. 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 and 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			
Company/Firm	METHAS MODI REALITY KOWKUR UP		
Project	GHT		
Voucher No.			
Account head			
Paid to	PAPER Inserts		
Towards/description of work	GHT PAPER Inserts Donest KARIMNAGAR 5000No,		
Location of work			
Amount in Rs.	4000/-		
Amount in words	FOUR thousand Only		
Mode of payment			
	Cheque/trf No.	Date 17/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Ymnra	APPROVED BY 17 JUL 2026 E. PRASAD MANAGER PROMOTION		

DEBIT VOUCHER

Company/Firm	MEHAS MODI REALTY KONDAPUR		
Project	YHT		
Voucher No.			
Account head			
Paid to	Petrol		
Towards/description of work	382 KMS 8RS Petrol Charges Paper Inserts at Karimnagar		
Location of work			
Amount in Rs.	3056/-		
Amount in words	three thousand fifty six only		
Mode of payment			
	Cheque/trf No.	Date 17/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. Mohan			

APPROVED BY
17 JUL 2026
E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER			
Company/Firm	Methas Modi Realty Konkan LLP		
Project	GHT		
Voucher No.			
Account head			
Paid to	Lodge		
Towards/description of work	Lodge Paper Inserts at Karimnagar		
Location of work			
Amount in Rs.	1800/-		
Amount in words	One thousand Eight Hundred only		
Mode of payment			
	Cheque/trf No.	Date 17/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

APPROVED BY
17 JUL 2026
E. PRASAD
MANAGER PROMOTION

M/s. NATARAJ LODGE

Beside Bus-Stand. Nataraj Complex,
KARIMNAGAR.

Bill No. 802 Date 11/7/25

Sri Mehta & Modi Realty Kowkur LLP.

Address Hyderabad

Date of Arrival 11/7/25 Time 5:00pm

Date of Departure 12/7/25 Time 10:00am

Registered No._____ Room No._____ No.of days Charged_____

Room Rent	1800/-
Room Service Charges	
Guest Charges	
Telephones	
Extras if any	
Advance	
Balance	
Total	1800/-

Receptionist

DEBIT VOUCHER			
Company/Firm	MEGHA'S MODI Reality Township		
Project	YMT		
Voucher No.			
Account head			
Paid to	Food allowance		
Towards/description of work	Food allowance Prasad		
Location of work			
Amount in Rs.	450/-		
Amount in words	Four Hundred Fifty only		
Mode of payment			
	Cheque/trf No.	Date 17/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Ymrm	[signature]		

APPROVED BY
17 JUL 2026
E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER			
Company/Firm	MEGHAS MODI Realty / Community UP		
Project	C/HT		
Voucher No.			
Account head			
Paid to	Toll Charges		
Towards/description of work	Toll Charges		
Location of work			
Amount in Rs.	376/-		
Amount in words	Three Hundred Seventy Six only		
Mode of payment			
	Cheque/trf No.	Date 17/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

APPROVED BY
17 JUL 2026
E. PRASAD
MANAGER PROMOTION

Kotak FASTag: Rs.76.00 paid for Toll at Basanthnag for TS09FC5821 on 13-07-2025@14:56. Bal.387.00. Log on https://kotakfastag.in for disputes.

Kotak FASTag: Rs.72.00 paid for Toll at Renikunta for TS09FC5821 on 13-07-2025@15:57. Bal.315.00. Log on https://kotakfastag.in for disputes.

Kotak FASTag: Rs.78.00 paid for Toll at Duddeda To for TS09FC5821 on 13-07-2025@17:24. Bal.237.00. Log on https://kotakfastag.in for disputes.

Kotak FASTag: Rs.78.00 paid for Toll at Duddeda To for TS09FC5821 on 11-07-2025@15:40.Bal.411.00. Log on https://kotakfastag.in for disputes.

Kotak FASTag: Rs.72.00 paid for Toll at Renikunta for TS09FC5821 on 11-07-2025@16:28. Bal.339.00. Log on https://kotakfastag.in for disputes.