Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	24-07-2025
Prepared by	N.Subhash	Sign	
From period	17-07-2025	To period	23-07-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK-LLP	GHT	Towards Bhagavati hardware for White&Black enamil paint material use purpose.	2850/-		☐Y ☐N
2.	MMRK-LLP	GHT	Towards Material use purpose.	180/-	☐Y ☐N	☐Y ☐N
4	MMRK-LLP	GHT	Towards Park area trees Debris removing work purpose.	420/-	☐Y ☐N	☐Y ☐N
5					☐Y ☐N	☐Y ☐N
6						
7						
	Total			3450/-		

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign	for N. [signature]			
Date:	24-07-2025			

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

APPROVED BY
25 JUL 2025
PROJECT MANAGER

DEBIT VOUCHER			
Company/Firm	Greenwood Heights		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Bhagawati hardware		
Towards/description of work	Towards Bhagawati hardware for enamil use purpose.		
Location of work	Kowkur		
Period	17-07-2025		23-07-2025
Amount in Rs.	2850/-		
	Two thousand eight hundred and fifty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for N.		

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.

...VED BY
25 JUL 2025
PROJECT MANAGER

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. 1296
Dated 24-07-2025
Mode/Term of Payment
Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	E.P 4lt *black*	3208	18	1	1,150.00	974.58	pc	1150.00
2	E.P 4lt *white*	3208	18	1	1,150.00	974.58	pc	1150.00
3	MTOil 5lt	2710	18	1	550.00	466.10	pc	550.00
	SGST							*217.37*
	CGST							*217.37*
	GRAND TOTAL			3	*pc*			**2850.00**

Bill Amount In Words : **INR Two Thousand Eight Hundred Fifty Only**

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

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
2710	466.10	9 %	41.95	9 %.	41.95
3208	1949.16	9 %	175.42	9 %	175.42

Total GST Amount In Words :
INR Four Hundred Thirty Four & Seventy Four 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

INWARD
Inward No: 271 | Dt: 24/7/25
MRN No: | Dt:
Received By | Sign
MEHTA & MODI REALTY KOWKUR LLP


opcolite

DEBIT VOUCHER			
Company/Firm	Greenwood Heights		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Harware shop		
Towards/description of work	Towards material use purpose.		
Location of work	Kowkur		
Period	17-07-2025		23-07-2025
Amount in Rs.	180/-		
	One hundred and eighty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for ... BY N. MANAGER 25 JUL 2025		

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.

ER FORM

Date : 16/7/25

wust pipe — 2 -	100
	100

INWARD
Inward No: 264
Dt: 16/7/25
MRN No:
Dt:
Received By:
Sign.
MEHTA & MODI REALTY KOWKUR LLP

ESTIMATE

Date 14-7-25

To

S.No.	Items / Particulars	Qty.	Rate	Amount
(1)	Wast pipe	1		80
				80
			TOTAL	

INWARD
Inward No: 263
Dt: 14/7/25
MRN No:
Dt:
Received By:
Sign:
MEHTA & MODI REALTY KONKUR LLP

DEBIT VOUCHER

Company/Firm	Greenwood Heights		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Cleaning person		
Towards/description of work	Towards Park area trees debris removing purpose.		
Location of work	Kowkur		
Period	17-07-2025		23-07-2025
Amount in Rs.	420/-		
	Four hundred and twenty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for N.		

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.

2 5 JUL 2025

ANAGER