

Weekly - Petty cash / expense card statement.

(Common expense)

Weekly - Petty cash /expense card statement.				Common Expense		
Name	E. Prasad	Statement date	31/7/25			
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.	Modi Properties Pvt Ltd		Uniforms for Executive	5672	Y N	Y N
2.			Rahul, Anil Rikha		Y N	Y N
3.					Y N	Y N
4.					Y N	Y N
5.					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			5672		
Amount to be credited by	Transfer to Happy card, Other:	Transfer to Expense card, Cash reimbursement, Transfer to personal a/c.				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		
Sign:						
Date:						

APPROVED

31 JUL 2025

PRASAD

PRASAD 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 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.

Spent amount Rs. 5672/- to be divided 54 for 2 parties.

1) NGAH - Rs. 1,890/-
 2) RAHUL - Rs. 1,890/-
 3) GMR - Rs. 1,892/-
 Total 5672/-

1) RAHUL - GMR
 2) RAHUL - NGAH

DEBIT VOUCHER			
Company/Firm	MODI Properties Pvt Ltd		
Project	NSH ACH GNR		
Voucher No.			
Account head			
Paid to	NICE TAILORS		
Towards/description of work	Uniform Sale Executive Rahvi, Anil, Ritesh		
Location of work			
Amount in Rs.	5672/-		
Amount in words	Five thousand Six Hundred Seventy Two only		
Mode of payment			
	Cheque/trf No.	Date 31/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. W. R.			

APPROVED BY
 31 JUL 2026
 E. PRASAD
 MANAGER PROMOTION

K. Kumar
Proprietor

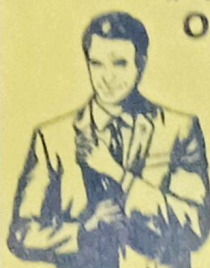
Cell : 89782 73050
94934 88325

NICE TAILORS

GENTS SPECIALISTS

4-3-2/1/C, Chinna Cherlapally Main Road,
Opp. Modi Apartments, Hyderabad - 051.

GENTS CUT PIECE CENTRE



Cash Bill

No. **700**

Date : 31/07/2025

Name: Modi properties Pvt Ltd

S.No.	PARTICULARS	Qty.	Rate	Amount	
				Rs.	Ps.
	Pant:	7.8 MTS	2941	2293.	00
	Shirt:	10.2 MTS	2961	3019.	00
	JEENS: pockets Emroiding	06	60	360.	00
	Safari:				
	All Variety:				
			TOTAL	5672.	00
			Adv.		
			Bal.	5672.	00

Note: We keep finished goods up to 60 days, after that
we are not responsible if not delivered.

Delivery Date: _____

Signature