Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	30-07-2025
Prepared by	N.Subhash	Sign	
From period	24-07-2025	To period	30-07-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK-LLP	GHT	Towards North Side Pump fitting work purpose.	1820/-		□Y □N
2.	MMRK-LLP	GHT	Towards Bhagavati putty & Loft tank fitting use purpose.	2100/-	□Y □N	□Y □N
4					□Y □N	□Y □N
5					□Y □N	□Y □N
6						
7						
	Total			3920/-		

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign				
Date:	30-07-2025			

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
02 AUG 2025
A. SURESH
PROJECT MANAGER

DEBIT VOUCHER			
Company/Firm	Greenwood Heights		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Plumber		
Towards/description of work	Towards North Side borewell pump fitting purpose		
Location of work	Kowkur		
Period		24-07-2025	30-07-2025
Amount in Rs.	1820/-		
	Eighteen hundred and twenty 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.

01 AUG 2025
PROJECT MANAGER

ER FORM

Date : 31/7/25

S.S. Nipple

sava inch 2 x 450 - 900

clamps 2 x 50 - 100

Nut Bolts S-S 4 x 30 - 120

oil Jointing 700

INWARD

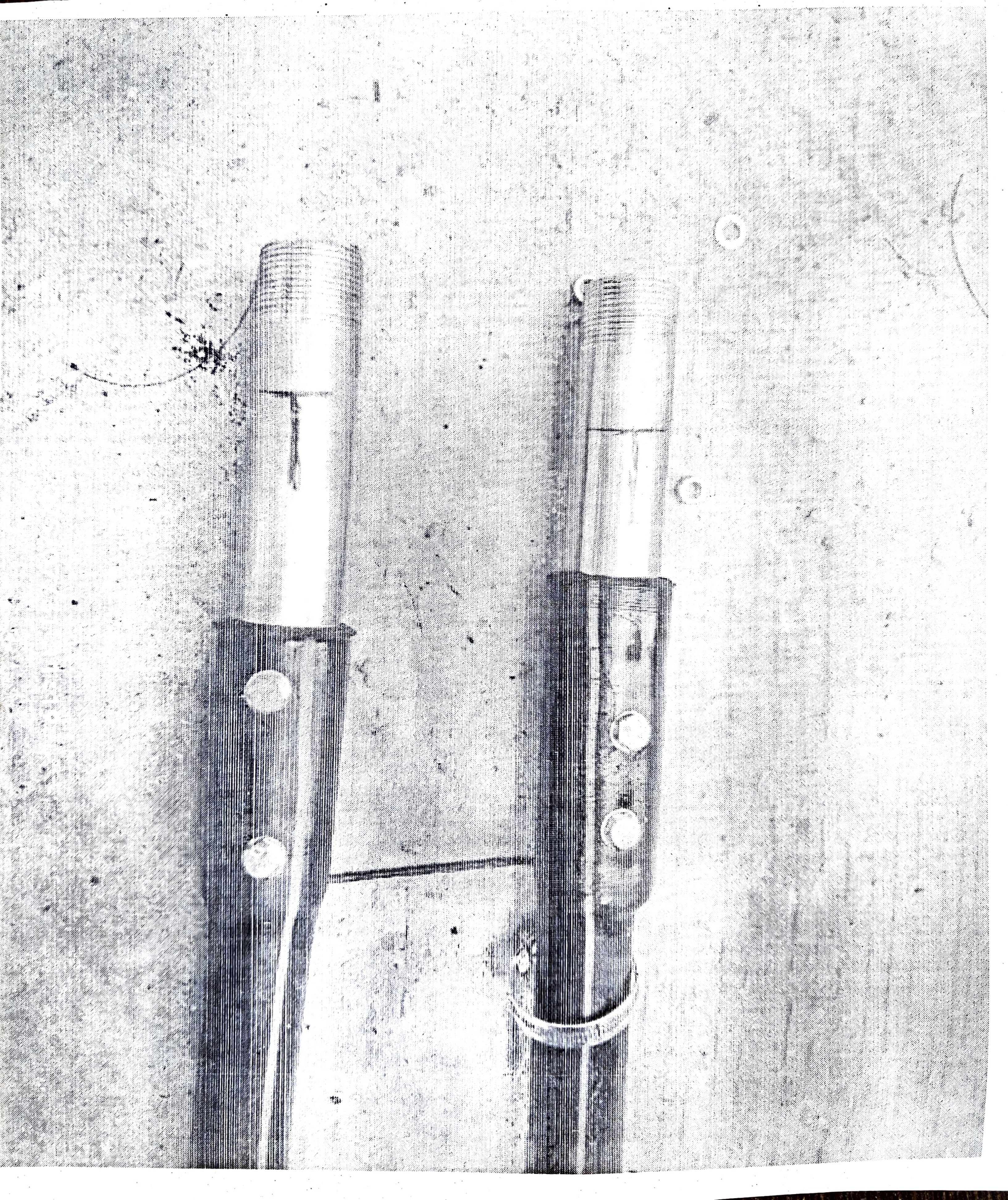
Inward No 274	Dt: 31/7/25
MRN No:	Dt:
Received By	Sign.

MODI REALTY KOKKUR LLP

OM SREE SAI PEER WELL PUMPS
9966414296
9392016732
Balaji Nagar

1820

Use Always :



DEBIT VOUCHER				
Company/Firm	Greenwood Heights			
Project	GHT			
Voucher no.	1			
Account head				
Paid to	Bhagavathi hardware			
Towards/description of work	Towards Bhagavathi hrdware for putty & ball valve purpose			
Location of work	Kowkur			
Period		24-07-2025		30-07-2025
Amount in Rs.	2100/-			
	Two thousand one 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.

0 1 AUG 2025

A. SURESH
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. 1369
Dated 31-07-2025

Mode/Term of Payment
Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	Wall Putty (B) 30kg	3214	18	3	600.00	508.47	Bag	1800.00
2	Cpvc Ballvalve 25mm	3917	18	1	300.00	254.24	pc	300.00
	SGST							160.17
	CGST							160.17
	GRAND TOTAL			4 pc				2100.00

INWARD
Inward No: 276 Dt: 1/8/25
MRN No: Dt:
Received By Sign.
MEHTA & MODI REALTY KOWKUR LLP

Bill Amount In Words : INR Two Thousand One Hundred Only

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

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
3214	1525.41	9 %	137.29	9 %	137.29
3917	254.24	9 %	22.88	9 %	22.88

Total GST Amount In Words :
INR Three Hundred Twenty & Thirty 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

aultra tek
WALL PUTTY
Super Fine
NOT FOR RESALE
Net Weight 30Kgs.
aultra tek coating products