

Weekly - Petty cash /expense card statement.

Name		G. M. S. N. S. H. A. N.		Statement date		21/8/25	
Prepared by		G. M. S. N. S. H. A. N.		Sign		G. M. S. N. S. H. A. N.	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	MD's Salary		EDARU CLASSIFIED PAPER AD	1260	Y N	Y N	
2.					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			1260			
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		Accounts Manager		MD	
Sign:							
Date:							

APPROVED BY
MANAS PRASAD PROMOTION
AUG 2025

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. Final statement without 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	MAD. PRASAD HIGHSCHOOL		
Project	A.G.H		
Voucher No.			
Account head			
Paid to	NANDINI AOS		
Towards/description of work	EEANDU CLASSIFIED PAPERS 13/8/25 13/8/25		
Location of work			
Amount in Rs.	1260/-		
Amount in words	One Thousand Two Hundred Sixty only		
Mode of payment			
	Cheque/trf No.	Date 7/8/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad			

APPROVED BY
07 AUG 2026
E. PRASAD
MANAGER PROMOTION

Promotions Division									
Sub: Classified ads			Prepared by:						
Publication - From date:			Prepared date:						
			15-Aug-2025	To date:				6-Aug-25	
								17-Aug-25	
Details of classified ads and publishing dates									
S.No	Project name	Published in	Publication dates	Classified draft	Amount in Rs.	Bill in favour of			
1	HNKV	Kenadu	15-08-2025 to 17-08-2025	Upcoming JBS-Shamirpet Metro. Better connectivity. Better living at Genome Valley. Affordable 2BHK flats. Ready to Occupy! Just Rs. 36 lakhs. 82475 28242	4657	Modi Realty Genome Valley LLP			
3	NE	DC	15-08-2025 to 17-08-2025	Affordable 2BHK villas. Ready to Move! Just Rs. 75 lakhs. Rampally. Swimming pool. Clubhouse. Modern amenities. Last few villas. 95024 29292	3360	Nilgiri Estates			
4	SOV	TOI	15-08-2025 to 17-08-2025	Ready to occupy luxury duplex 2,040 sq ft villas. Just Rs. 155 lakhs. Cherlapally, near Railway terminus. Clubhouse. Swimming pool. Gated community. 79815 38452	1386	Modi Housing Pvt Ltd			
5	MTL	TOI	15-08-2025 to 17-08-2025	Luxury 3BHK flats. Habsguda/Mallapur. From Rs. 103 lakhs. Ready to occupy! Gated community. Modern amenities. Hurry up! Last few units! 97005 54544	1386	Modi Properties Pvt Ltd			
6	AGP (Outstation) Nalgonda	Kenadu	15-08-2025 to 17-08-2025	2,3&4BHK ఖర్చు విజయ. నివసించుటకు సిద్ధంగా ఉంది! రూ. 80 లక్షల నుండి. ది-హ్యాట్ ప్రకృతి. మిర్జాపూర్. అరువిక రోడ్. క్లబ్హౌస్. సిమిల్ గో ఫార్. 99491 90523	1260	Modi Realty Miryalaguda LLP			
Total amount					12049				
Note: Above amount Rs. 12,049/- to be loaded in Murali - Cash Card									

APPROVED BY
06 AUG 2025
SOHAM MODI