Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	16-08-2025
Prepared by	N.Subhash	Sign	
From period	07-07-2025	To period	13-08-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK-LLP	GHT	PVC Black LD-4" Pipe for Storm water use purpose.	1947		☐Y ☐N
2.	MMRK-LLP	GHT	Petrol Charges to bring pipe for emergency.	200	☐Y ☐N	☐Y ☐N
4	MMRK-LLP	GHT	MABT Material for Loft A-302 flat use purpose.	369	☐Y ☐N	☐Y ☐N
5	MMRK-LLP	GHT	Bhagavathi hardware material for Storm water line fixing work	850	☐Y ☐N	☐Y ☐N
6	MMRK-LLP	GHT	Water bill for Site/Sales office.	810		
7	MMRK-LLP	GHT	Paper bill for Sales office purpose.	450		
8	MMRK-LLP	GHT	Towards CP Jali and Cello tapes material purpose.	160		
9	Total			4786/-		

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign for				
Date:	16-08-2025			

APPROVED BY
16 AUG 2025
PROJECT MANAGER

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

DEBIT VOUCHER			
Company/Firm	Greenwood Heights Welfare association.		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Metro Sales Corporation.		
Towards/description of work	Towards PVC Black LD-4'' For Storm water use purpose.		
Location of work	Kowkur		
Period	07-08-2025		13-08-2025
Amount in Rs.	1947/-		
	Ninteen hundred and fourty seven rupees Only.		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for N.		

APPROVED BY
16 AUG 2025
A. SURESH
PROJECT MANAGER

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.

-27714492, 66484492
955 17072, 98491 42366

TAX INVOICE

B. O. Ph. : 040-27803076, 27710418
: 83677 88591

METRO Sales Corporation

GSTIN : 36ABPFM1732R1ZK

HEAD OFFICE : # 4-3-139/1 & 2, HILL STREET, RANIGUNJ, SECUNDERABAD - 500 003, (T.S.) E-mail : metromsc1@gmail.com
BRANCH OFFICE : SHOP NO. 4 & 5, (GF), 5-1-531/532, HILL STREET, RANIGUNJ, SECUNDERABAD - 500 003,(T.S.) E-mail : metromsc2023@gmail.com

GST INVOICE

(Original For Recipient)

Billing Address	Shipping Address	
MEHTA & MODI REALTY KOWKUR LLP 2nd Floor, 5 4 187 3 and 4, Soham Mansion, M G Road, Secunderabad, Hyderabad, Telangana, Ph: PIN: 500003 State : Telangana **PAN:** **GSTIN No: 36ABLFM7631F1Z3**	**MEHTA & MODI REALTY KOWKUR LLP** 2nd Floor, 5 4 187 3 and 4, Soham Mansion, M G Road, Secunderabad, Hyderabad, Telangana, PIN: 500003 State : Telangana **GSTIN No: 36ABLFM7631F1Z3**	Inv.No : **MSC/BS0237/25-26** Date : **9-Aug-25** PO No. : PO Date : Vehicle No : LR No : E-Waybill No :

Description	HSN Code	Qty	Units	Rate	Gross Amount	Discount	GST Rate	Taxable Value
PVC BLACK LD-4"-15KG	3917	1	ROLLS	1,650.00	1,650.00		18 %	1,650.00
TOTAL		1			**1,650.00**			**1,650.00**

INWARD
Inward No: 281 Dt: 9/8/25
MRN No: Dt:
Received By: Sign.
MEHTA & MODI REALTY KOWKUR LLP

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3917	1,650.00	9%	148.50	9%	148.50	297.00
Total	**1,650.00**		**148.50**		**148.50**	**297.00**

Taxable Amount	1,650.00
CGST	148.50
SGST	148.50
Invoice Amount	**1,947.00**

Amount In Words: INR One Thousand Nine Hundred Forty Seven Only

Remarks:

Terms & Conditions

1) Goods once sold will not be taken back or exchanged.
2) Interest!18% P.A. will be charged if payment is not made within due date.
3) Subject to Secunderabad Jurisdiction.

Scan & Pay

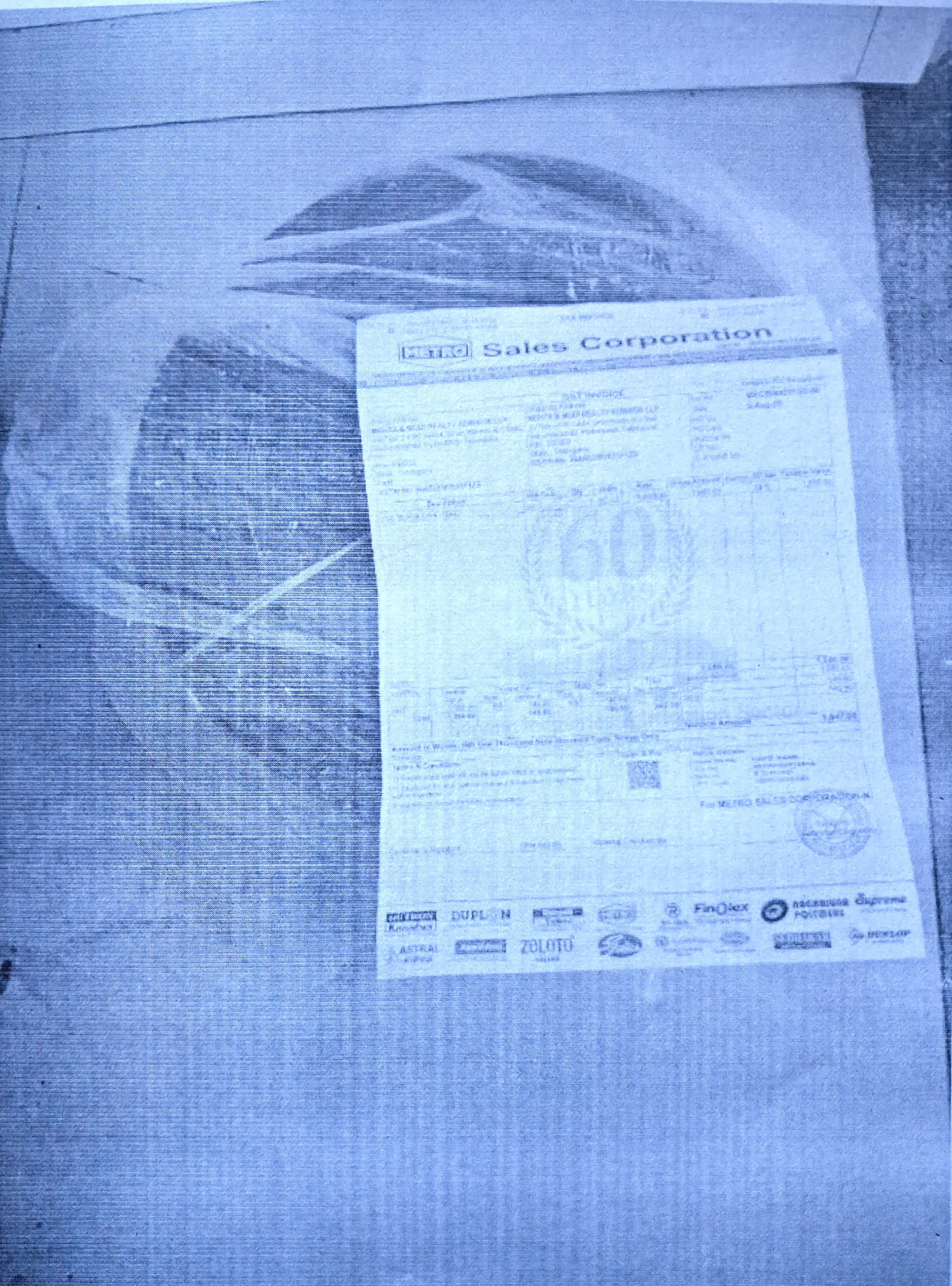
Bank Details:

Bank Name	: HDFC BANK
A/c No	: 50200080416828
Branch	: S D ROAD
IFS Code	: HDFC0000042

For METRO SALES CORPORATION-N

METRO SALES CORPORATION RANIGUNJ SECUNDERABAD

Customer's Signature Checked By Material Checked By Authorised Signatory


Sales Corporation
ZOLOTO
Supreme

DEBIT VOUCHER				
Company/Firm	Greenwood Heights.			
Project	GHT			
Voucher no.	1			
Account head				
Paid to	Office Boy.			
Towards/description of work	Towards PVC Black LD-4'' petrol charges purpose.			
Location of work	Kowkur			
Period		07-08-2025		13-08-2025
Amount in Rs.	200/-			
	Two 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.

APPROVED BY
16 AUG 2025
A. SURESH
PROJECT MANAGER

GUNA SERVICE STATION

HPCL

SY.NO.52/2.MARRIGUDA

MALLAPUR HYD

PH:9885526222

M.S.T. No: 27430268741V

ORIGINAL

****

05-AUG-2025 09:47:49

TXN NO: 3348692

INVOICE NO: 457617

VEHICLE NO: NOT ENTERED

PRESET: NOT ENTERED

****

NOZZLE NO : 4

PRODUCT: Product 1

DENSITY: 745.4 kg/m3

RATE : 107.39 INR/L

VOLUME: 1.86 L

AMOUNT: 199.74 INR

****

Thank You! Visit Again

DEBIT VOUCHER

Company/Firm	Greenwood Heights.		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Plumber.		
Towards/description of work	Towards MABT For A-302 loft tank use purpose.		
Location of work	Kowkur		
Period	07-08-2025		13-08-2025
Amount in Rs.	369/-		
	Three hundred and sixty nine rupees Only.		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for		

APPROVED BY
16 AUG 2025
A. SURESH
PROJECT MANAGER

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.

ESTIMATION

Cell : [illegible]

SAHOO'S TRADERS

*PAINTS *TILES *SANITATION *HARDWARE * CEMENT *ELECTRICAL &
ALL TYPES OF HOUSE MATERIALS

Sahoo's Traders

H.No. 5-8-21/1/9/10/NR, Near Hanuman Temple, Pedso 1, Main Road, Yapral, Sec'bad-87

Date 29/7/25

Name.

S.No.	Particulars	Qty	Rate	Amount
1	3/4 x ½ MAB 7	3	123	369--
				369--

INWARD
Inward No: 273 | Dt. 29/7/25
MRN No: | Dt:
Received By | Sign.
MEHTA & MODI REALTY KOKKUR LLP

* Goods once sold will not be taken back.

Signature

DEBIT VOUCHER			
Company/Firm	Greenwood Heights.		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Bhagawati hardware.		
Towards/description of work	Towards Bhagawati hardwarefor Storm water line fitting use purpose.		
Location of work	Kowkur		
Period	07-08-2025		13-08-2025
Amount in Rs.	850/-		
	Eight hundred and fifty rupees Only.		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for		

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.

APPROVED BY
16 AUG 2025
A. SURESH
PROJECT MANAGER

...48
...91280

QUOTATION

V.R. Choudhary
9441079272

BHAGWATI

ELECTRICAL, PAINTS & SANITARY

Dealers : Asian Paints (I) Ltd. Surya Cem,
CPVC & GI Fittings, Anchor Brand Electrical goods,
Finolex & Nakoda Wire, General Hardware & Screw etc.,

143, O.U.T. Colony, Near Kandiguda Chourasta, Sainikpuri, Sec'bad -94.

M/s.. Date : 10/8/25

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1.	2" CPVC FABT (A)	1		270	
2.	[illegible] 250g	2		120	
3.	[illegible]	2		400	
4.	63/50 [illegible]	1		60	
	850	Total		850	

INWARD
Inward No: 283 | Dt: 11/8/25
MRN No: | Dt:
Received By: | Sign.
MEHTA & MODI REALTY KOKKUR LLP

Goods once sold will not be taken back.

DEBIT VOUCHER

Company/Firm	Greenwood Heights.		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Water person		
Towards/description of work	Towards Water for Office Staff & Security use purpose.		
Location of work	Kowkur		
Period	07-08-2025		13-08-2025
Amount in Rs.	810/-		
	Eight hundred and ten 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.

APPROVED
16 AUG 2025
A. SU...
PROJECT MANAGER

MASTAN BABA DARGA

M.R.S.

DRINKING WAER SUPPLIERS
KOWKOOR

Cell : 9618066459, 9949860153

Customer Name...

Phone.. Month. July 2025

	Date	No. of full Bottles	No. of Empty Bottles	Stock With Customer	Customer Signature
1	01/7/25	02	—	—	[illegible]
2					
3	3/7/25	4	—	—	[illegible]
4					
5	5/7/25	03	—	—	[illegible]
6	7/7/25	03			[illegible]
7	8/7/25	02			[illegible]
8	9/7/25	02			[illegible]
9	11/7/25	04			[illegible]
10	13/7/25	02			[illegible]
11	14/7/25	01			[illegible]
12	18/7/25	01			Lavanya
13	23/7/25	02			Lavanya

DEBIT VOUCHER

Company/Firm	Greenwood Heights.		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	News paper person		
Towards/description of work	Towards Newspaper for Sales office use purpose.		
Location of work	Kowkur		
Period	07-08-2025		13-08-2025
Amount in Rs.	450/-		
	Four hundred and fifty rupees Only.		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for AL.		

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.

APPROVED BY
16 AUG 2025
A. SUR...
PROJECT MANAGER

Transaction Successful
03:39 pm on 8 Aug 2025

Paid to

Shaik Musthafa ₹450
******8607-2@ybl

Banking Name : Shaik Musthafa

Payment Details

Transaction ID
T2508081539216095727656

Debited from

XXXXXXXXXX7800 ₹450
UTR: 104303847278

DEBIT VOUCHER

Company/Firm	Greenwood Heights.		
Project	GHT		
Voucher no.	1		
Account head			
Paid to	Plumber.		
Towards/description of work	Towards A-601 flat & pipe leakage use purpose.		
Location of work	Kowkur		
Period	07-08-2025		13-08-2025
Amount in Rs.	160/-		
	one hundred and sixty rupees Only.		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	for N.		

APPROVED BY
16 AUG 2025
A. SURESH
PROJECT MANAGER

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.

DELIVERY CHALLAN

Mob : 9783169407

...ESH ELECTRICALS & SANITARY

...ed Stockist in : Legrand MCB, Db, Havels Fans, Armoured Cable, Lugs, Cromption Fan & Lighting
...lot No. 101, Yapral Main Road, Near Biryani Hotel, Kowkur Main Road,
Near Yapral Cementry, Secunderabad-500 087.

Name ____________________ Date 7/8/22

S.No.	DESCRIPTION	Qty.	Rate	AMOUNT
1	B Jin —	2		100
				100
		TOTAL		

Goods once sold cannot be taken back or exchanged

For MUKESH ELECTRICALS & SANITARY

Receiver Signature

Authorised Signatory

ESTIMATE

Cell : 9265413988
7008417240

...AXMI HARDWARE, PAINT, ...ANITARY & ELECTRICALS

...CEM, ELECTRICAL, HARDWARE, PAINTS, SANITARY

Dealers in : Asian Paints, Sudhakar Pipes, Ashirvad Pipes, Birla, JK Putty, CPFittings, Onexa, Parryware, Cera, Hindware

Near Indian Oil Petrol Pump, Yapral Main Road, Yapral, Secunderabad - 500087

Name:............................ Dt: 05/8/25

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT Rs. Ps.
1	75X63 Red	1	–	60
			Total	60

INWARD
Inward No: 279 Dt: 5/8/25
MRN No: Dt:
Received By Sign.
MEHTA & MODI REALTY KOMPUR LLP