

Weekly - Petty cash / expense card statement.

Name		Y. NAYAK NAYAN		Statement date		21/8/25	
Prepared by		Y. NAYAN		Sign		Y. NAYAN	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	MD: Preet K S Jy		MD Preet Jyots Daret	2500	Y N	Y N	
2.			12/08/25		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.							
10.	Total			2500			
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:							

Notes: 1. Scanned copy of this statement to be submitted before every Friday. 2. Original vouchers to be attached to this statement and sent to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement is not received within 10 days of last week it will be considered as a personal expense. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Excessive misuse and excessive misuse reported to MDs. 7. Expenditure of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

APPROVED
21 AUG 2025
P. NAYAN
PROMOTION

DEBIT VOUCHER

Company/Firm	MODI Properties Pvt Ltd		
Project	HPL		
Voucher No.			
Account head			
Paid to	PAKET Insats		
Towards/description of work	MPL PAKET Insats Domet Kukat Pany		
Location of work			
Amount in Rs.	2500/-		
Amount in words	Two thousand five Hundred only		
Mode of payment			
	Cheque/trf No.	Date 21/8/15	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prima	APPROVED BY		

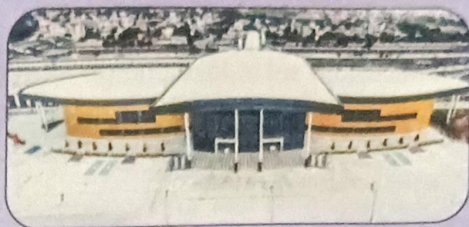
21 AUG 2015

E. PHASAD
MANAGER PROMOTION

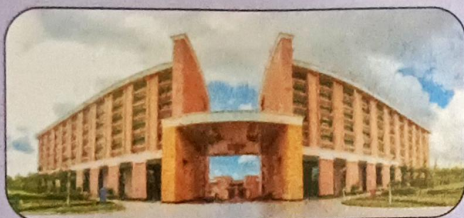
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