

Weekly - Petty cash /expense card statement.

Name	CHITRA MOHAN		Statement date	28/8/25	
Prepared by	CHITRA		Sign	CHITRA	
From period			To period		

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MDA Reachy		CHITRA PATEX Travel at RICOCHS	9000	Y N	Y N
2.			Reao		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				Y N	Y N

Amount to be credited by	Transfer to Happy card	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Other:	Div. Manager	Accountant	Accounts Manager
Sign:				MD
Date:				

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 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
PRASAD PROMOTION
29 AUG 2025

DEBIT VOUCHER

Company/Firm	MODI REALTY MANAGER UP		
Project	C/MR		
Voucher No.			
Account head			
Paid to	PAPER BILLS		
Towards/description of work	C/MR PAPER BILLS AND AT P/C WORK ROOM		
Location of work			
Amount in Rs.	2000/-		
Amount in words	TWO THOUSAND ONLY		
Mode of payment			
	Cheque/trf No.	Date 28/8/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
C/MR			

5000/-

APPROVED BY
29 AUG 2026
E. PRASAD
MANAGER PROMOTION