

SANJEEV SINGH Weekly - Petty cash /expense card statement.

Name		Guimahan Residency LLP - malik		Statement date			
Prepared by		Sanjeev Singh K.		Sign			
From period		21/08/2025		To period		10/09/2025.	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Guimahan Residency LLP - malik	CMR	10 gm brown distribution charges at Hmt Nagar on 21/8/25 AUG-25.	2500/-	Y N	Y	N
2.	" "	CMR	10 gm brown distribution charges at Samarth Tower & GATEWAY A.P. Road on 30/8 & 31/8 AUG-25. Ngr.	3000/-	Y N	Y	N
3.	" "	CMR	10 gm brown distribution charges at Hmt Nagar, moula, Hmt Nagar & Kishore Nagar on 1/9 & 10/9 OCT-25.	2500/-	Y N	Y	N
4.	" "	CMR			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	Eight Thousand only			8000/-		
Amount to be credited by		Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.					
Other:							
Approved by:		Div. Manager	Accountant	Accounts Manager	MD		
Sign:							
Date:							

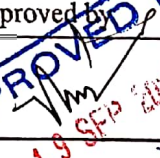
Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement with vouchers of last 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 over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

Sanjeev Singh K.
19/09/25.
(SANJEEV SINGH K.)

DEBIT VOUCHER			
Company/Firm	Gulmohan Residency LLP - mallapur.		
Project	GMR.		
Voucher No.			
Account head			
Paid to	Sanjeet Singh K.		
Towards/description of work	brochure distribution charges incurred on 21/4/22 ^{2 Aug.}		
Location of work	at Hmt Nagar both side of main road.		
Amount in Rs.	2500/-		
Amount in words	Two Thousand Five Hundred Only.		
Mode of payment	Cash.		
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
SANJEET SINGH K.			

APPROVED BY
 19 SEP 2022
 E. PRASAD
 MANAGER PROMOTION

DEBIT VOUCHER			
Company/Firm	Gulmohan Residency LLP - mallapur.		
Project	GMR		
Voucher No.			
Account head			
Paid to	Singeri Singh. K.		
Towards/description of work	Brother Distribution charges incurred on 30th & 31st Aug.		
Location of work	Dona's Scimitar Towers, D-mart GAPPS near A.S. Rao Nagar.		
Amount in Rs.	3000/-		
Amount in words	Three Thousand Only.		
Mode of payment	Cash		
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
SANJEEV SINGH. K.			

APPROVED BY

 19 SEP 2018
 E. K. M. S.
 MANAGER PROMOTION

DEBIT VOUCHER			
Company/Firm	Culmota Residency LLP - malla pur.		
Project	GMR		
Voucher No.			
Account head			
Paid to	Sanjeet Singh. K.		
Towards/description of work	90 gm broken contribution on 8th, 9th & 10th Oct. near.		
Location of work	Mant Nagar / malla-ch badih beed & 12th Nagar Nagar		
Amount in Rs.	2500/-		
Amount in words	Two Thousand Five Hundred Only.		
Mode of payment	Cash		
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
SANJEET SINGH. K.			

