SANJEET SINGH K

Weekly - Petty cash /expense card statement.

Name	Gulmohar Residency LLP - Mallapur	Statement date	
Prepared by	Sanjeet 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.	Gulmohar Residency LLP - Mallapur -	GMR	90 gsm brochure distribution charges at HMT Nagar on 21 & 22nd Aug-25.	2500/-	Y N	Y N
2.	" "	GMR	90gsm, brochure distribution charges at Samitha Towers & Ollin Apts on A.S. Rao Nagar.	3000/-	Y N	Y N
3.	—	—	on 30th & 31st Aug-25.	—	Y N	Y N
4.	" "	GMR.	90 gsm brochure distribution charges at	2500/-	Y N	Y N
5.			HMT Nagar, Moulali Housing Board & Krishna		Y N	Y N
6.			Nagar on 8th, 9th & 10th Oct-25.		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, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

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E. PRASAD
MANAGER PROJECT

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

19/09/25.
(SANJEET SINGH. K)

DEBIT VOUCHER			
Company/Firm	Gulmohar Residency LLP – mallapur.		
Project	GmR.		
Voucher No.			
Account head			
Paid to	Sanjeev Singh. k.		
Towards/description of work	brouchor distribution charges in[illegible] on 21422nd Aug. at Hmt nagar both side of main road.		
Location of work	mallapur.		
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.			

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19 SEP 20[illegible]
E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER

Company/Firm	Gulmohar Residency LLP - mallapur.		
Project	GMR.		
Voucher No.			
Account head			
Paid to	Sanjeev Singh. K.		
Towards/description of work	Brouchers distribution charges in month 30th & 31st Aug. done at Srinidhi Towers, D-mart & APS near ATS Ravi nagar.		
Location of work	mallapur.		
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 2024 E. PRA... MANAGER PROMOTION		

DEBIT VOUCHER

Company/Firm	Gulmohar Residency LLP - mallapur.		
Project	GMR		
Voucher No.			
Account head			
Paid to	Sanjeet Singh. K		
Towards/description of work	90 gsm brochure distribution on 8th, 9th & 10th Oct. near Hmt nagar / moulaali housing board & krishna nagar area mallapur.		
Location of work			
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 20[illegible]
E. PRASAD
MANAGER PROMOTION

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