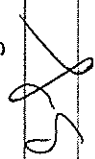


**Weekly - Petty cash /expense card statement.**

|                    |  |                |  |                       |                                                                                     |  |  |
|--------------------|--|----------------|--|-----------------------|-------------------------------------------------------------------------------------|--|--|
| <b>Name</b>        |  | K Suneel Kumar |  | <b>Statement date</b> | 19-09-2025 Card No.4629 5254 2716 5724                                              |  |  |
| <b>Prepared by</b> |  | K Suneel Kumar |  | <b>Sign</b>           |  |  |  |
| <b>From period</b> |  | 12-09-2025     |  | <b>To period</b>      | 18-09-2025                                                                          |  |  |

| Sl No | Debit to company | Debit to project | Description of expense                        | Amount     | Bill enclosed                                         | GST bill                                              |
|-------|------------------|------------------|-----------------------------------------------|------------|-------------------------------------------------------|-------------------------------------------------------|
| 1.    | MPSVC            | MPSVC            | Conveyance from Narsingi to Hitech (Suryapet) | 310        | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 2.    | MPSVC            | MPSVC            | Bank charges                                  | 189        | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 3.    |                  |                  |                                               |            | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 4.    |                  |                  |                                               |            | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 5.    |                  |                  |                                               |            | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 6.    |                  |                  |                                               |            | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 7.    |                  |                  |                                               |            | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 8.    |                  |                  |                                               |            | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 9.    |                  |                  |                                               |            | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 10.   |                  |                  |                                               |            | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 11.   | <b>Total</b>     |                  |                                               | <b>499</b> |                                                       |                                                       |

**Amount to be credited by**      ☐ Transfer to expense card,   ☐ Cash reimbursement,   ☐ Transfer to personal a/c.   ☐ Other:

|                     |                                                                                       |                   |                         |           |
|---------------------|---------------------------------------------------------------------------------------|-------------------|-------------------------|-----------|
| <b>Approved by:</b> | <b>Div. Manager</b>                                                                   | <b>Accountant</b> | <b>Accounts Manager</b> | <b>MD</b> |
|                     |  |                   |                         |           |
| <b>Sign:</b>        |                                                                                       |                   |                         |           |
| <b>Date:</b>        |                                                                                       |                   |                         |           |

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. Employees 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

Modi Properties Services.

Voucher No. \_\_\_\_\_

A/c. \_\_\_\_\_ Date : 18-09-25

|                                                |                      |                      |                      |       |     |
|------------------------------------------------|----------------------|----------------------|----------------------|-------|-----|
| Paid to <u>Conveyance Fare</u>                 |                      |                      |                      | Rs.   | Ps. |
| towards <u>Auto fare from Navrangi to Home</u> |                      |                      |                      | 310.- |     |
|                                                |                      |                      |                      | /     |     |
|                                                |                      |                      |                      |       |     |
| Rupees <u>Three hundred and ten rupees</u>     |                      |                      |                      |       |     |
| <u>only</u>                                    |                      |                      |                      |       |     |
| Paid by <u>Cheque</u>                          | Cheque No.           | Dated                | Drawn on Bank        |       |     |
| <u>Cash</u>                                    | <input type="text"/> | <input type="text"/> | <input type="text"/> | 310.- |     |

ARSHI  
Prepared by

Approved by

ARSHI  
Receiver's Signature

