Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	19-09-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	
From period	12-09-2025	To period	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	☐Y ☐N	☐Y ☐N
2.	MPSVC	MPSVC	Bank charges	189	☐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.					☐Y ☐N	☐Y ☐N
11.	Total			**499**		

Amount to be credited by	☐ 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 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

DEBIT VOUCHER

Modi Properties Services.

Voucher No. __________

A/c. __________ Date : 18-09-25

Paid to Conveyence fare	Rs.	Ps.
towards Auto fare from Navingi to Home	310.	—
Rupees Three hundred and ten rupees		
only		
Paid by Cheque / Cash — Cheque No. ___ Dated ___ Drawn on Bank ___	310	—

Prepared by Approved by Receiver's Signature