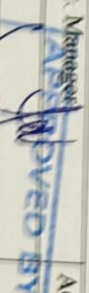


Weekly - Petty cash /expense card statement.

Prepared by: A Suresh		Statement date: 18-09-2025	
From period: 12-09-2025		Sign: 	
To period: 18-09-2025			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MGV LLP	VIVOPOLIS	Red bricks purchased	2,000/-	☒	☐ Y ☐ N
2.	MGV LLP	VIVOPOLIS	Plugh Cement purchased	1,416/-	☐ Y ☐ N	☐ Y ☐ N
3.	MGV LLP	VIVOPOLIS	Plugh cement purchased	1,416/-	☐ Y ☐ N	☐ Y ☐ N
4.	MGV LLP	VIVOPOLIS	Cement unloading charges paid	2,000/-	☐ Y ☐ N	☐ Y ☐ N
5.	MGV LLP	VIVOPOLIS	Electrical material purchased	720/-	☐ Y ☐ N	☐ Y ☐ N
6.						
7.						
8.						
9.	Total			7,552/-		

Amount to be credited by:				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	18-09-2024	18-09-2025		

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 account by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statements with vouchers of past week is not received without 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. MD's approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER			
Company/Firm	Modi GV Ventures LLP		
Project	VIVPOLIS		
Voucher no.	1		
Account head	Praveen Raj		
Paid to	NSPD Enterprises		
	Redbricks purchased		
	Turkapalli		
Period		12-09-2025	13-09-2025
Amount in Rs.	2,000/-		
	Two thousand only		
ON A/c Work	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

DEBIT VOUCHER			
Company/Firm	Modi GV Ventures LLP		
Project	VIVPOLIS		
Voucher no.	2		
Account head	Praveen Raj		
Paid to	Sri Dhanalaxmi sanitary shop		
	Plugh cement purchased		
	Turkapalli		
Period		12-09-2025	13-09-2025
Amount in Rs.	1,416/-		
	One thousand four hundred sixteen only		
ON A/c Work	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

DEBIT VOUCHER			
Company/Firm	Modi GV Ventures LLP		
Project	VIVPOLIS		
Voucher no.	3		
Account head	Praveen Raj		
Paid to	Sri Dhanalaxmi sanitary shop		
	Plugh cement purchased		
	Turkapalli		
Period		12-09-2025	18-09-2025
Amount in Rs.	1,416/-		
	One thousand four hundred sixteen only		
ON A/c Work	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

DEBIT VOUCHER			
Company/Firm	Modi GV Ventures LLP		
Project	VIVPOLIS		
Voucher no.	4		
Account head	Praveen Raj		
Paid to	Ramulu		
	Cement unloading charges paid		
	Turkapalli		
Period		12-09-2025	18-09-25
Amount in Rs.	2000/-		
	Two thousand only		
ON A/c Work	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

DEBIT VOUCHER			
Company/Firm	Modi GV Ventures LLP		
Project	VIVPOLIS		
Voucher no.	5		
Account head	Praveen Raj		
Paid to	Sri Vashvai Electrcial work		
	Electrical material purchased		
	Turkapalli		
Period		12-09-2025	18-09-25
Amount in Rs.	720/-		
	Seven Hundred Twenty only		
ON A/c Work	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

