Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	19-09-2025
Prepared by	I.Rama krishna	Sign	S.Ramk
From period	11-09-2025	To period	17-09-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK-LLP	GHT	Towards News Paper Bill	450/-	☑Y ☐N	☐Y ☐N
2.	MMRK-LLP	GHT	Towards Drinking water Bill	480/-	☑Y ☐N	☐Y ☐N
3	MMRK-LLP	GHT	Towards General Item	300/-	☑Y ☐N	☐Y ☐N
4	MMRK-LLP	GHT	Towards 250ML Water Bottle	60/-	☑Y ☐N	☐Y ☐N
5	MMRK-LLP	GHT	Towards hardware material	890/-	☐Y ☐N	☑Y ☐N
6	MMRK-LLP	GHT	Towards Leyden timer online purchase	709/-	☐Y ☐N	☑Y ☐N
7					☐Y ☐N	☐Y ☐N
9	Total			2889/-		

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign: for S.Ram	A.Suresh			
Date: 20/09/25				

APPROVED BY PROSIS 20 SEP 2025

Notes: 1. Scanned copy of the 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			
Company/Firm	MMRK-LLP		
Project	GHT		
Voucher no.	1		
Account head	MMRK-LLP		
Paid to	SkMustafa		
Towards/description of work	Towards News paper Bill		
Location of work	Bowenpally		
Period	11-09-2025		17-09-2025
Amount in Rs.	450/-		
	Four hundred andfifty rupees Only.		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
I>Rama Krishna			

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	MMRK-LLP		
Project	GHT		
Voucher no.	2		
Account head	MMRK-LLP		
Paid to	MRS Drinking warer		
Towards/description of work	Towards 20 Lts Barral 16X30@480		
Location of work	Bowenpally		
Period	11-09-2025		17-09-2025
Amount in Rs.	480/-		
	Four hundred and eighty rupees Only.		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
I>Rama Krishna			

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	MMRK-LLP		
Project	GHT		
Voucher no.	3		
Account head	MMRK-LLP		
Paid to	Ambika Traders		
Towards/description of work	Towards cello tape & all out office use		
Location of work	Bowenpally		
Period	11-09-2025		17-09-2025
Amount in Rs.	300/-		
	Three hundred rupees Only.		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
I>Rama Krishna			

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	MMRK-LLP			
Project	GHT			
Voucher no.	4			
Account head	MMRK-LLP			
Paid to	Ambika Traders			
Towards/description of work	Towards 500ML Water Bottle office use			
Location of work	Bowenpally			
Period		11-09-2025		17-09-2025
Amount in Rs.	60/-			
	Sixty rupees Only.			
	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	
I>Rama Krishna				

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	MMRK-LLP			
Project	GHT			
Voucher no.	5			
Account head	MMRK-LLP			
Paid to	Bhagwati Electrical & paints Hardware			
Towards/description of work	Towards GI Nipple and PVC connection			
Location of work	Bowenpally			
Period		11-09-2025		17-09-2025
Amount in Rs.	890/-			
	Eight hundred and ninety rupees Only.			
	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	
I>Rama Krishna				

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	MMRK-LLP		
Project	GHT		
Voucher no.	6		
Account head	MMRK-LLP		
Paid to	OnLine Purchase		
Towards/description of work	TowardsLeyden 15 A Cycle Timer		
Location of work	Bowenpally		
Period	11-09-2025		17-09-2025
Amount in Rs.	709/-		
	Seven hundred and nine rupees Only.		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
I>Rama Krishna			

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.

PYMENT DETAILS

Month	Particulars	Amount	Balance	Total Amount	Date	Sign
Feb.						
March						
April						
May						
June						
July						
Aug.	E + TT	456	-	456	3/9/15	[illegible]
Sept.						
Oct.						
Nov.						
Dec.						
Jan.						

MASTAN BABA DARGA

M.R.S.

DRINKING WAER SUPPLIERS
KOWKOOR

Cell : 9618066459, 9949860153

Customer Name..

Phone...Month...........................

	Date	No. of full Bottles	No. of Empty Bottles	Stock With Customer	Customer Signature
1	4/8/25	02	—	—	
2	7/8/25	01	—	—	
3	11/8/25	02	—	—	
4	18/8/25	02	—	—	
5	23/8/25	02	—	—	
6	24/8/25	01	—	—	
7	28/5/25	01	—	—	
8	1/9/25	02	—	—	
9	5/9/25	01	—	—	
10	12/9/25	02	—	—	
11					
12					
13					

CASH BILL

AMBIKA TRADERS

WHOLESALE DRY FRUITS, KIRANA & GENERAL MERCHANT

Shop No. 1A, Opp. Green Wood Residency,
Kowkoor, Secunderabad-500087

NO. 090

Date : 13/09/25

Ms. ....

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT
1	All out	2	120	240/-
2	1 Tape	1	60	60/-
		TOTAL		300/-

INWARD
Inward No: 324 Dt: 13/09/25
MRN No: Dt:
Received By Suraj Sign.
MEHTA & MODI REALTY KOWKUR LLP

For **AMBIKA TRADERS**

Signature

CASH MEMO

AMBIKA TRADERS

WHOLESALE DRY FRUITS, KIRANA & GENERAL MERCHANT

Shop No. 1A, Opp. Green Wood Residency,
Kowkoor, Secunderabad-500087

NO. 088   11 OM "   Date : 13/9/25

Ms. Malada Modi Lef.

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT
0	Tery	0		60
				60
			TOTAL	60

INWARD

Inward No: 323	Dt. 13/09/25
MRN No:	Dt.
Received By Suraj	Sign.

MEHTA & MODI REALTY KOWKUR LLP

For **AMBIKA TRADERS**

Signature

Tax Invoice

Order ID: [illegible]
Order Date: [illegible]

Invoice No: [illegible]
Invoice Date: [illegible]

Sold By
[illegible]
GST: [illegible]

Shipping ADDRESS
[illegible],
33-29/c officers colony RK Puram
Secunderabad,
33 29 C, Sadguru Colony, RK Puram,
Secunderabad - 500056, IN-TS

Billing Address
[illegible]
33-29/c officers colony RK Puram Secunderabad,
33 29 C, Sadguru Colony, RK Puram,
Secunderabad - 500056, IN-TS

Product	Description	Qty	Gross Amount	Discount	Taxable Value	IGST	CESS	Total
[illegible] TM-CYC 15A, 220VAC Cycle Timer & Auto OFF, 1-999 Min/Sec For Fogger, Motor Etc. Programmable Electronic Timer Switch | TM-CYC 15 | IMEI/SrNo: [[]]	HSN: [illegible] | IGST: 18.00% | CESS: 0.00%	1	773.00	-64.00	600.84	108.16	0.00	709.00
	Handling Fee	1	0.00	0	0.00	0.00	0.00	0.00

TOTAL QTY: 1

TOTAL PRICE: 709.00
All values are in INR

Seller Registered Address: SANTKRUPA ELECTRICALS, [illegible], SURAT - [illegible]
Declaration
The goods sold are intended for end user consumption and not for resale.
[illegible]

E. & O.E.

Ordered Through
Flipkart

SANTKRUPA ELECTRICALS
Authorized Signature

INWARD

Inward No: 336	Dt. 20/09/25
MRN No:	Dt.
Received By Suraj	Sign.

MEHTA & MODI REALTY KOWKUR LLP


LEYDEN


Good knight
GOLD FLASH
VISIBLE VAPOURS AUTOMATICALLY
EVERY 4 HOURS
COMBI PACK
Good knight
GOLD FLASH
VISIBLE VAPOURS AUTOMATICALLY
EVERY 4 HOURS
COMBI PACK
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