Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	26-09-2025
Prepared by	I.Rama krishna	Sign	
From period -	18-09-2025	To period	24-09-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK-LLP	GHT	Towards PVC Plumbing material	1920/-	☐Y ☐N	☑Y ☐N
2.	MMRK-LLP	GHT	Towards PVC Plumbing material	2240/-	☐Y ☐N	☑Y ☐N
3	MMRK-LLP	GHT	Towards PVC Plumbing material	2000/-	☐Y ☐N	☑Y ☐N
4	MMRK-LLP	GHT	Towards Scissors granning	400/-	☑Y ☐N	☐Y ☐N
5					☐Y ☐N	☐Y ☐N
6					☐Y ☐N	☐Y ☐N
7					☐Y ☐N	☐Y ☐N
9	Total			6560/-		
Amount to be credited by						

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign	A.Suresh			
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 receipt 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

APPROVED BY
26 SEP 2025
SURESH
PROJECT MANAGER

DEBIT VOUCHER			
Company/Firm	MMRK-LLP		
Project	GHT		
Voucher no.	1		
Account head	MMRK-LLP		
Paid to	Bhagwati Electrical Paints and Sanitary		
Towards/description of work	Towards Purchase pvc plumbing material		
Location of work	Bowenpally		
Period	18-09-2025		24-09-2025
Amount in Rs.	1920/-		
	One thousand nine hundred and Twenty rupees Only.		
	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.

<table>
<tr><td colspan="6">DEBIT VOUCHER</td></tr>
<tr><td>Company/Firm</td><td colspan="5">MMRK-LLP</td></tr>
<tr><td>Project</td><td colspan="5">GHT</td></tr>
<tr><td>Voucher no.</td><td colspan="5">2</td></tr>
<tr><td>Account head</td><td colspan="5">MMRK-LLP</td></tr>
<tr><td>Paid to</td><td colspan="5">Bhagwati Electrical Paints and Sanitary</td></tr>
<tr><td>Towards/description of work</td><td colspan="5">Towards Purchase pvc plumbing material</td></tr>
<tr><td>Location of work</td><td colspan="5">Bowenpally</td></tr>
<tr><td>Period</td><td></td><td>18-09-2025</td><td></td><td colspan="2">24-09-2025</td></tr>
<tr><td>Amount in Rs.</td><td colspan="5">2240/-</td></tr>
<tr><td></td><td colspan="5">Two thousand two hundred and forty rupees Only.</td></tr>
<tr><td></td><td>Cheque/trf no.</td><td colspan="2">Date</td><td colspan="2">Bank</td></tr>
<tr><td></td><td></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td>Prepared by</td><td>Approved by</td><td colspan="2">Receivers name</td><td colspan="2">Receivers signature</td></tr>
<tr><td>I.Rama Krishna</td><td></td><td colspan="2"></td><td colspan="2"></td></tr>
</table>

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	Bhagwati Electrical Paints and Sanitary		
Towards/description of work	Towards Purchase pvc plumbing material		
Location of work	Bowenpally		
Period	18-09-2025		24-09-2025
Amount in Rs.	2000/-		
	Two thousand 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	Bhagwati Electrical Paints and Sanitary		
Towards/description of work	Towards scissors granning		
Location of work	Bowenpally		
Period	18-09-2025		24-09-2025
Amount in Rs.	400/-		
	Four Hundred 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.

GSTIN : 36ABHPV6660K1ZZ | TAX INVOICE | Original For Buyer

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad
Mob. 7995825048 , 9441079272
State Name:telangana, Code: 36,Pin Code-500094, Email:- pankajchoudhary1112gmail.com

Buyer

Mehta And Modi Realty Kowkur LLP

State : Telengana
Contact No. = ,
GSTIN = 36ABLFM7631F1Z3

State Code:- 36

Invoice No. 1991

Dated 25-09-2025

Mode/Term of Payment
Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	U/G Coupler 160mm	3917	18	2	420.00	355.93	pc	840.00
2	U/G 45°Bend 160mm	3917	18	1	580.00	491.53	pc	580.00
3	P/Bend 110mm (P)	3917	18	4	125.00	105.93	pc	500.00
	SGST							146.44
	CGST							146.44
	GRAND TOTAL			7	pc			1920.00

INWARD
Inward No: 343 | Dt. 27/09/25
MRN No: | Dt:
Received By Suraj | Sign. S
MEHTA & MODI REALTY KOWKUR LLP

Bill Amount In Words : INR One Thousand Nine Hundred Twenty Only

Bank Details :-
canara bank sainikpuri
A/C no : 30231010003041
IFSC : CNRB0013023

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
3917	1627.11	9 %	146.44	9 %	146.44

Total GST Amount In Words :
INR Two Hundred Ninety Two & Eighty Eight Paise Only

Declaration:
1)Goods once sold not be taken back.
2)In case Bill is not paid with in 7 days interest will be chared at 18%
3)No Guarantee for breakage.
4) We are not responsible for defects in any parts, as warranty liablity lies with supplier company.
5)Cheque Bounce Charge will be 600/.
6)Interest @24% per annum on payment after 15days of delivery. goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION
This is Computer Generated Invoice

GSTIN : 36ABHPV6660K1ZZ | TAX INVOICE | Original For Buyer

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad
Mob. 7995825048 , 9441079272
State Name:telangana, Code: 36,Pin Code-500094, Email:- pankajchoudhary1112gmail.com

Buyer

Mehta And Modi Realty Kowkur LLP

State : Telengana
Contact No. = ,
GSTIN = 36ABLFM7631F1Z3
State Code:- 36

Invoice No. 1989
Dated 25-09-2025
Mode/Term of Payment
Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	Rigid Tee	3917	18	5	60.00	50.85	pc	300.00
2	Rigid Elbow	3917	18	5	50.00	42.37	pc	250.00
3	Connection Pipe	3917	18	4	180.00	152.54	pc	720.00
4	White Cement 1kg	2523	28	9	40.00	31.25	pkt	360.00
5	OBD (U) 5kg	3209	18	1	350.00	296.61	pc	350.00
6	Connection Pipe 2'	3917	18	2	130.00	110.17	pc	260.00
	SGST							182.76
	CGST							182.76
	GRAND TOTAL			26	pc			2240.00

INWARD
Inward No: 344 Dt: 27/09/25
MRN No: Dt:
Received By Suraj Sign. S
MEHTA & MODI REALTY KOWKUR LLP

Bill Amount In Words : INR Two Thousand Two Hundred Fourty Only

Bank Details :-
canara bank sainikpuri
A/C no : 30231010003041
IFSC : CNRB0013023

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
2523	281.25	14 %	39.38	14 %	39.38
3209	296.61	9 %	26.69	9 %	26.69
3917	1296.60	9 %	116.69	9 %	116.69

Total GST Amount In Words :
INR Three Hundred Sixty Five & Fifty Two Paise Only

Declaration:
1)Goods once sold not be taken back.
2)In case Bill is not paid with in 7 days interest will be chared at 18%
3)No Guarantee for breakage
4) We are not responsible for defects in any parts, as warranty liability lies with supplier company.
5)Cheque Bounce Charge will be 600/.
6)Interest @24% per annum on payment after 15days of delivery. goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION
This is Computer Generated Invoice

GSTIN : 36ABHPV6660K1ZZ

TAX INVOICE

Original For Buyer

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad
Mob. 7995825048 , 9441079272
State Name:telangana, Code: 36,Pin Code-500094, Email:- pankajchoudhary1112gmail.com

Buyer

Mehta And Modi Realty Kowkur LLP

State : Telengana
Contact No. = ,
GSTIN = 36ABLFM7631F1Z3

State Code:- 36

Invoice No. 1990

Dated 25-09-2025

Mode/Term of Payment

Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	U/G P/Bend 160mm	3917	18	2	710.00	601.69	pc	1420.00
2	U/G 45°Bend 160mm	3917	18	1	580.00	491.53	pc	580.00
	SGST							*152.54*
	CGST							*152.54*
	GRAND TOTAL			3			pc	

INWARD
Inward No: 345 Dt: 27/09/25
MRN No: Dt:
Received By Suraj Sign. S
MEHTA & MODI REALTY KOWKUR LLP

Bill Amount In Words : INR Two Thousand Only

2000.00

Bank Details :-
canara bank sainikpuri
A/C no : 30231010003041
IFSC : CNRB0013023

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
3917	1694.91	9 %	152.54	9 %	152.54

Total GST Amount In Words :
INR Three Hundred Five & Eight Paise Only

Declaration:
1)Goods once sold not be taken back.
2)In case Bill is not paid with in 7 days interest will be chared at 18%
3)No Guarantee for breakage.
4) We are not responsible for defects in any parts, as warranty liablity lies with supplier company.
5)Cheque Bounce Charge will be 600/.
6)Interest @24% per annum on payment after 15days of delivery. goods will be charged

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION
This is Computer Generated Invoice

CASH BILL

Ph : 9502627928

SRI SAI BABA
LORRY BODY BUILDER WORKS

Near Bharat Petrol Pump, Mailapur,
Nacharam, Hyderabad - 500 076.

No.

Date 22-9-2025

M/s Mahata & Modi Reality LLP.

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
2)	Katheras gondli			400 -	00
			TOTAL	400 -	00

INWARD

Inward No: Dt. 25/9/25

MRN No: 340 Dt.

Received By Suraj Sign S

MEHTA & MODI REALTY KOWKUR LLP

SIGNATURE