

Weekly - Petty cash /expense card statement.

Approved by	A.Suresh		Statement date	17-10-2025		
Prepared by	I.Rama krishna		Sign			
From period	08-10-2025		To period	15-10-2025		
SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK - LLP	GHT	ACT Internet Service (Office Net Bill)	4705/-	☐ Y ☐ N	☐ Y ☐ N
2.	MMRK - LLP	GHT	News Paper Bill	450/-	☐ Y ☐ N	☐ Y ☐ N
3	MMRK - LLP	GHT	MRS Drinking water Bill	1080/-	☐ Y ☐ N	☐ Y ☐ N
4	MMRK - LLP	GHT	Grass trimmer rope	450/-	☐ Y ☐ N	☐ Y ☐ N
5	MMRK - LLP	GHT	Tile grout	40/-	☐ Y ☐ N	☐ Y ☐ N
6	MMRK - LLP	GHT	PVC Solvent	120/-	☐ Y ☐ N	☐ Y ☐ N
7	MMRK - LLP	GHT	Petrol (Grass trimmer machine purpose)	300/-	☐ Y ☐ N	☐ Y ☐ N
9	Total			7145/-		
Amount to be credited by						
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		
Sign	A.Suresh					
Date	18 OCT 2025					

Notes: 1. Scanned copy of bills 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

18 OCT 2025
A. SURESH
PROJECT MANAGER

DEBIT VOUCHER			
Company/Firm	MMRK - LLP		
Project	GHT		
Voucher no.	1		
Account head	MMRK -LLP		
Paid to	ATC Service		
Towards/description of work	Towards sales & site office net bill		
Location of work	Bowenpally		
Period	08-10-2025		15-10-2025
Amount in Rs.	4,705/		
	Four thousand seven hundred and five 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	SK Mustafa		
Towards/description of work	Towards sales & site office news paper bill		
Location of work	Bowenpally		
Period	08-10-2025		15-10-2025
Amount in Rs.	450/-		
	Four hundred and fifty 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	MRS Drinking water		
Towards/description of work	Towards sales & site office water bill		
Location of work	Bowenpally		
Period	08-10-2025		15-10-2025
Amount in Rs.	1080/-		
	One thousand eighty 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	Advance Engineering Corporation		
Towards/description of work	Towards grass trimmer machine rope		
Location of work	Bowenpally		
Period	08-10-2025		15-10-2025
Amount in Rs.	450/-		
	Four hundred and fifty 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	Pooja Traders		
Towards/description of work	Towards local purchase for tile grout		
Location of work	Bowenpally		
Period	08-10-2025		15-10-2025
Amount in Rs.	40/-		
	Forty 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	Local Purchase		
Towards/description of work	Towards local purchase for solvent cement		
Location of work	Bowenpally		
Period	08-10-2025		15-10-2025
Amount in Rs.	120/-		
	One hundred twenty 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.	7		
Account head	MMRK -LLP		
Paid to	HP Petrol Pump		
Towards/description of work	Towards local purchase for petrol grass trimming purpose		
Location of work	Bowenpally		
Period	08-10-2025		15-10-2025
Amount in Rs.	300/-		
	Three 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.

SK MUSTHAFA

News Paper & Magazine Suppliers

H.No. 4-777, Kowkooor, Secunderabad -500 010.

Pay using Oaytm or any UPI App



Wallet
& UPI



Cell : 7032368607

Card No.

SK MUSTHAFA

Name : Greenwood heights

Address :

.....

Mobile No. :

Terms & Conditions
Payment Should pay before
10th of every month

PYMENT DETAILS

Month	Particulars	Amount	Balance	Total Amount	Date	Sign
Feb.						
March						
April						
May						
June						
July						
Aug.						
Sept.	E+Ti	450	—	450	5/10/25	
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	13/9/25	02	-	-	uf
2	15/9/25	03	-	-	uf
3	18/9/25	02	-	-	uf
4	19/9/25	02	-	-	uf
5	25/9/25	4+2+3	-	-	uf
6	29/9/25	3	-	-	uf
7	3/10/25	1	-	-	uf
8	5/10/25	2	-	-	uf
9	6/10/25	1	-	-	uf
10	7/10/25	2	-	-	uf
11	8/10/25	1	-	-	uf
12	10/10/25	2	-	-	uf
13	12/10/25	3	-	-	uf

GSTIN : 36CGEPK1031M1ZI

Cell : 9705453573

Estimate / Quotation

ADVANCE ENGINEERING CORPORATION

Sl.No. 111/1, H.No. 2-40/9, 3rd Floor, Lalmiyan Basti,
Abbas Manzil, Tirumalagiri, Secunderabad - 500 003.

Date...22/09/25

1, Brush Cutter Trimmer

1 Bnd 450/-

INWARD	
Inward No: 364	Dt. 08/10/25
MRN No:	Dt.
Received By Surj	Sign S
MEHTA & MODI REALTY KOWKUR LLP	

S

450

Gopal : 6305644284

~~ESTIMATE~~

Jagdish : 7989549166

POOJA TRADERS

Near by : DTDC Courier, Main Road, Kowkooor, Secunderabad - 500010

Electrical, Sanitary, Cement, Ashirved Pipes, Sudhakar PVC Pipes, Etc.,

No.

Date : 10/10/25

M/s.

SI No.	PARTICULARS	Qty.	Rate	AMOUNT Rs. Ps.	
①	wire Cond	1kg		40	

Goods once sold will not be taken back.

For Pooja Traders


 Signature

Local prices Estimate

Date : 13-1-2025

Name : Maha g mozi UP. Add :

Sl. No.	Items	Nos.	Rate	Total Amount Rs. Ps.									
①	Pvc Sound wood 2T			120									
INWARD <table><tr><td>Inward No: 372</td><td>Dt. 13/10/25</td></tr><tr><td>MRN No:</td><td>Dt:</td></tr><tr><td>Received By: <u>S</u></td><td>Sign: <u>S</u></td></tr><tr><td colspan="2">MEHTA & MODI REALTY KOWKUR LIT</td></tr></table>				Inward No: 372	Dt. 13/10/25	MRN No:	Dt:	Received By: <u>S</u>	Sign: <u>S</u>	MEHTA & MODI REALTY KOWKUR LIT		120	
Inward No: 372	Dt. 13/10/25												
MRN No:	Dt:												
Received By: <u>S</u>	Sign: <u>S</u>												
MEHTA & MODI REALTY KOWKUR LIT													
			2										

1. Int and ext Primers
2. Int and ext Emulsion
3. Int and ext
Dark Shade Emulsion
4. OBD
5. Int and ext Wall Care Putty



6. Int and ext Textures
7. Gold Paints/Universal Stainers
8. Paint Brushes
9. Lime Powder (CEM)
10. Tile grout and tile adhesives

GARUDA TECH PAINTS

SBI Payments

D RADHA SRIHANEY REDDY FUELS

ALWAL
HYDERABAD
INDIA

TELANGANA

Time 16:55:29

TID TS065962

INVOICE NO: 000885

SALE

4463

AID A0000000041010

CARD TYPE: MASTERCARD

CHIP

RRN 006286543113

AUTH CODE R51257

AMOUNT

₹ 300.00

TVR 0000048000

TSI E800

APPL NAME MASTERCARD

TC 0DE44B3F8093691B

PIN VERIFIED OK

SIGNATURE NOT REQUIRED

IRAMAKRISHNA /

Declaration: I Agree To Pay The Above Total
Amount According To Card Issuer Agreement

** MERCHANT COPY **

Version: 1.0.0(21/02/2024)(SBI DX8000)

!!! Have A Nice Day!!!

Weekly - Petty cash /expense card statement.

Approved by	A.Suresh		Statement date	17-10-2025	
Prepared by	I.Rama krishna		Sign		
From period	08-10-2025		To period	15-10-2025	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK - LLP	GHT	ACT Internet Service (Office Net Bill)	4705/-	☐ Y ☐ N	☐ Y ☐ N
2.	MMRK - LLP	GHT	News Paper Bill	450/-	☐ Y ☐ N	☐ Y ☐ N
3	MMRK - LLP	GHT	MRS Drinking water Bill	1080/-	☐ Y ☐ N	☐ Y ☐ N
4	MMRK - LLP	GHT	Grass trimmer rope	450/-	☐ Y ☐ N	☐ Y ☐ N
5	MMRK - LLP	GHT	Tile grout	40/-	☐ Y ☐ N	☐ Y ☐ N
6	MMRK - LLP	GHT	PVC Solvent	120/-	☐ Y ☐ N	☐ Y ☐ N
7	MMRK - LLP	GHT	Petrol (Grass trimmer machine purpose)	300/-	☐ Y ☐ N	☐ Y ☐ N
9	Total			7145/-		

Amount to be credited by			
Approved by:	Div. Manager	Accountant	Accounts Manager
Sign	A.Suresh		MD
Date			

Notes: 1. Scanned copy of bill 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

18 OCT 2025
A. SURESH
PROJECT MANAGER



Payment sucessfull

Transaction ID : 25484234139

📅 06 October

Your payment went through without a hitch. Enjoy ACT.

Transaction History

Account Number	101013509209
Mobile Number	9502232100
Name	ANAND SURESH MEHTA
Amount Paid	₹ 4705.25

