

Weekly - Petty cash / expense card statement.

	A Suresh	Statement date	13-11-2025
Prepared by	A Suresh	Sign	
From period	04-11-2025	To period	13-11-2025
SI No	Debit to company	Debit to project	Description of expense
1.	MGVVL LP	VIVO POLIS	Plugh cement purchased
2.	MGVVL LP	VIVO POLIS	Plugh cement purchased
3.	MGVVL LP	VIVO POLIS	Water bottle purchased
4.	MGVVL LP	VIVO POLIS	
5.	MGVLLP	VIVO POLIS	
6.	MGVLLP	VIVO POLIS	
7.	MGVLLP	VIVO POLIS	
8.	MGVLLP	VIVO POLIS	
9.	Total		5,476/-
Amount to be credited by			
Approved by:	Div. Manager	Accountant	Accounts Manager
Sign			MD
Date:	13-11-25		

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			
Company/Firm	Modi GV Ventures LLP		
Project	VIVOPOLIS		
Voucher no.	1		
Account head	Vinod		
Credit to	Jai Bhawani Electrical & paints sanitary hardware		
Towards/description of work	Plugh cement purchased		
Location of work			
Period	From: 12-11-2025	To: 12-11-2025	
Amount in Rs.	1,000/-		
Amount in words	Twelve hundred forty only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
A Suresh			

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	VIVOPOLIS		
Voucher no.	2		
Account head	Vinod		
Credit to	Jai Bhawani Electrcial &paints sanitary hardware		
Towards/description of work	Plugh cement purchased		
Location of work			
Period	From: 13-11-2025	To: 13-11-2025	
Amount in Rs.	2,476/-		
Amount in words	Two thousand Four hundred seventy six		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
A Suresh			

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	VIVOPOLIS		
Voucher no.	3		
Account head	Vinod		
Credit to	BSR Water bottle		
Towards/description of work	Water bottle purchased		
Location of work			
Period	From: 13-11-2025	To: 13-11-2025	
Amount in Rs.	1,760/-		
Amount in words	One thousand Seven hundred sixty only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
A Suresh			

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.

