

Weekly - Petty cash / expense card statement.

(Common charges)

Name	E. Palsano		Statement date	20/11/25		
Prepared by	Palsano		Sign	Palsano		
From period		To period				
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Mod: Properties RS LTD		A's size beam bandsing,	2200	Y N	Y N
2.			M1 size beam bandsing		Y N	Y N
3.					Y N	Y N
4.					Y N	Y N
5.					Y N	Y N
6.					Y N	Y N
7.					Y N	Y N
8.					Y N	Y N
9.						
10.	Total			2200		
Amount to be credited by		Transfer to Happy card,	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.	
Approved by:		Other:				
S. gen:		Div. Manager	Accountant	Accounts Manager	MD	
Date:						

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. General vouchers to be attached to this statement and sent to respective accountant by Monday. 3. Accountants to in the payment and receipt of scanned statement on Saturday. 4. If original statement with number of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills vouchers for 6 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 1,00,000- per week

APPROVED
MANAGER
20/11/25

MPSVC - 1240 Mod: Properties

NRK - 320

Handled Global RS LTD - 320

N. Service Bidees RS LTD - 320

DEBIT VOUCHER

Company/Firm	Modi Properties Pvt Ltd		
Project			
Voucher No.			
Account head			
Paid to			
Towards/description of work	A3 size foam board 3 no, A1 size 1 no		
Location of work			
Amount in Rs.	2200/-		
Amount in words	Two thousand Two Hundred only		
Mode of payment			
	Cheque/trf No.	Date 20/11/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad	APPROVED BY  20 JULY 2025 E. PRASAD MANAGER PROMOTION		

To

M/s..... Modi Properties Pvt Ltd.
..... Hyderabad......

JOB CARD

069

S.No. :

Date : 20/11/25

Sl. No.	PARTICULAR	QTY	RATE	AMOUNT	
				Rs.	Ps.
1.	A1 size 5mm foam board with eco solvent and matle lamination.	1	1240	1240	
2.	A3 size 5mm foam board with eco solvent and matle lamination.	3	320	960	
Rupees in words :..... <u>Two Thousand</u> <u>Two hundred rupees only.</u>		TOTAL		2200	

For Lepakshi Digitals

Receiver's Signature

Authorised Signature