



Weekly - Petty cash /expense card statement.

Approved by	A.Suresh		Statement date	28-11-2025	
Prepared by	I.Rama krishna		Sign		
From period	20-11-2025		To period	26-11-2025	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK-LLP	GHT	Towards local purchase for Cement	1400/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
2.	MMRK-LLP	GHT	Towards local purchase Putty and hammer bit and general items	2160/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
3	MMRK-LLP	GHT	Towards local purchase Red Paper, Surface Boxes casing Patti,wire, switch and socket	2040/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
4	MMRK-LLP	GHT	Towards transportation charges for labors from MHPL Rampalli To GHT	300/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
5						
6						
7						
8						
9						
10	Total			5900/-		
Amount to be credited by						

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign				
Date:	28-11-2025			

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.

DEBIT VOUCHER			
Company/Firm	MMRK-LLP		
Project	GHT		
Voucher no.	01		
Account head	MMRK-LLP		
Paid to	Goutam Traders		
Towards/description of work	Towards local purchase for Cement		
Location of work	Kowkur		
Period	20-11-2025		26-11-2025
Amount in Rs.	1400/-		
	One Thousand fourhundred 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.	02		
Account head	MMRK-LLP		
Paid to	Bhagwati Electrical and paints		
Towards/description of work	Towards local purchase for putty and hammer bit		
Location of work	Kowkur		
Period	20-11-2025		26-11-2025
Amount in Rs.	2160/-		
	Two thousand one hundred and 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.	03		
Account head	MMRK-LLP		
Paid to	Bhagwati Hardware Paints and Sanitary		
Towards/description of work	Towards local purchase for red paper and Surface box casing Patti & wire		
Location of work	Kowkur		
Period	20-11-2025		26-11-2025
Amount in Rs.	2040/-		
	Two thousand 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.	04		
Account head	MMRK-LLP		
Paid to	Auto		
Towards/description of work	Towards transportation charges for labors From MHPL Rampalli To GHT		
Location of work	Kowkur		
Period	20-10-2025		26-11-2025
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.

ESTIMATE

25/11/25

GAUTAM TRADERS

Customer Name :

Makala & Mohi Realty

Dealing in: Hardware, Paints, Sanitary Cement etc

Date :

MAIN ROAD

S.No.	PARTICULARS	Qty.	Rate	Amount
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48	bag cement	-		1200
	DE. 4	-		200

INWARD

Forward No: 416

DE: 25/11/25

Di:

Signature: [Signature]

MINHA & MOHI REALTY KOWKER LLP

1400

GAUTAM TRADERS

Dealing in: Hardware, Paints, Sanitary Cement etc

SHOP NO. 3-110/5, MAIN ROAD

PRAL, SECUNDER

SHERKOTTI PAINTS PVT. LTD.



www.sherkottipaints.com

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

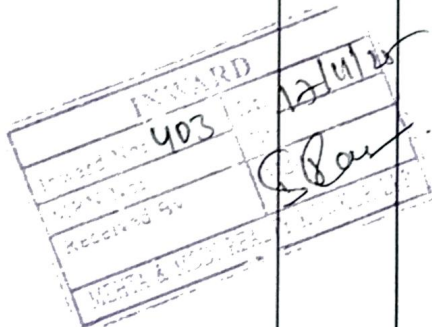
Invoice No. 2556

Dated 17-11-2025

Mode/Term of Payment

Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	Wall Putty (B) 30kg	3214	18	2	630.00	533.90	Bag	1260.00
2	Hammer Bit	8205	18	5	180.00	152.54	pc	900.00
	SGST							164.74
	CGST							164.74
GRAND TOTAL					7	pc		2160.00



Bill Amount In Words : INR Two Thousand One Hundred Sixty Only

Bank Details :- canara bank sainikpuri A/C no : 30231010003041 IFSC : CNRB0013023	HSN/SAC 3214 8205	Taxable 1067.80 762.70	SGST % 9 % 9 %	SGST Amt 96.10 68.64	CGST % 9 % 9 %	CGST Amt 96.10 68.64
Total GST Amount In Words : INR Three Hundred Twenty Nine & Fourty 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 charged 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

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

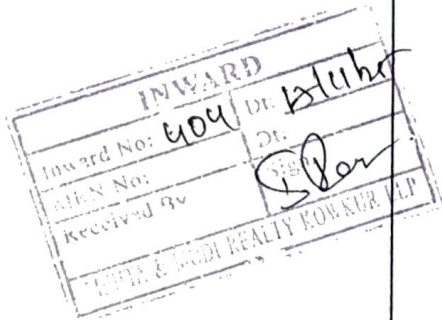
Invoice No. 2555

Dated 17-11-2025

Mode/Term of Payment

Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	Pp Box	8537	18	6	190.00	161.02	pc	1140.00
2	Red Paper	6805	18	90	10.00	8.47	pc	900.00
		SGST						155.56
		CGST						155.56
GRAND TOTAL				96	pc			2040.00



Bill Amount In Words : INR Two Thousand Fourty Only

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

HSN/SAC
6805
8537

Taxable
762.30
966.12

SGST %
9 %
9 %

SGST Amt
68.61
86.95

CGST %
9 %
9 %

CGST Amt
68.61
86.95

Total GST Amount In Words :
INR Three Hundred Eleven & Twelve
Paise Only

Declaration:

- 1) Goods once sold not be taken back.
- 2) In case Bill is not paid within 7 days interest will be charged 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 15 days of delivery. goods will be charged.

For Bhagwati Electrical Paints and Sanitary

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