Weekly - Petty cash /expense card statement.

Name	Y. Murali Mohan	Statement date	3/12/25
Prepared by	Murali	Sign	Murali
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi Builder	Nethonika complex	DC classifieds paper ad lease ad hoc	2037		
2.	"	"	TOI classifieds " " "	1386	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.					Y N	Y N
10.	Total			3423	Y N	Y N

Amount to be credited by: Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other:

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	03/12/25			

APPROVED BY
03 DEC 2025
PRASAD
MANAGER PROMOTION

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	Modi Builder Metropolis Complex
Project	
Voucher No.	
Account head	
Paid to	NANDINI ADS
Towards/description of work	DC classified paper AD lease AD MBMC 5/12/25 7/12/25
Location of work	
Amount in Rs.	2037/-
Amount in words	Two thousand thirty seven only
Mode of payment	

	Cheque/trf No.	Date 3/5/12	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
	APPROVED BY 03 DEC 2025 E. PRASAD MANAGER PROMOTION		

DEBIT VOUCHER

Company/Firm	MODI BUILDER METROPOLITA COMPLEX		
Project			
Voucher No.			
Account head			
Paid to	NANDINI ADS		
Towards/description of work	12/12/25, 14/12/25 Time of India classifieds paper ad MBMC ad lease		
Location of work			
Amount in Rs.	1386/—		
Amount in words	One thousand three hundred Eighty six only		
Mode of payment			
	Cheque/trf No.	Date 3/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature] APPROVED BY 03 DEC 2025 E. PRASAD MANAGER PROMOTION		