

**Weekly - Petty cash/expense card statement.**

Name		C. H. Khan Nethan		Statement date		8/12/15	
Prepared by		C. H. Khan		Sign		C. H. Khan	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	HCO: Housing RM 150		To: ceasified PAPER AD	1386	Y N	Y N	
2.					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			1386			
Amount to be credited by		Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.					
Approved by:		Div. Manager	Accountant	Accounts Manager	MD		
Sign:							
Date:							

Notes: 1. Scanned copy of this statement to be submitted before every Friday. 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 entry. 5. Employee must maintain photocopy of all bills/vouchers for 5 months. 6. Division transfer and accounts in line per approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.



Voucher No.			
Account head			
Paid to	MANOJ AD		
Towards/description of work	TIME OF INDIA CLASSIFIED PAPER AD 12/12/25 14/12/25		
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
Ch. M. V. R.			

APPROVED BY  
03 DEC 2025  
E. PRASAD  
MANAGER PROMOTION



Prepared by:	Rayu
Prepared date:	2-Dec-25
Publication - from date	12-Dec-2025
to date:	14-Dec-25

Details of classified ads and publishing dates

Sr.no	Project name	Published in	Publication dates	Classified draft	Amount in Rs.	Bill in favour of
1	GHT	Urnadu	12-12-2025 to 14-12-2025	Live close to nature at Greenwood Heights, Yapel — clean surroundings, peaceful ambience, refreshing views. Call: 98666 69768.	4657	Mehta & Modi Realty Kowkur LLP
2	GMR	Sakshi	12-12-2025 to 14-12-2025	"Move to comfort! Gulmohar Residency, Mallapur offers spacious living and great connectivity. Limited flats—secure your spot today. Call: 95027 59933."	2961	Modi Realty Mallapur LLP
3	BKGV	Sakshi	12-12-2025 to 14-12-2025	800 sq ft modern flats in a semi-gated community. Bloomsdale Residency, Genome Valley. Attractive price of ₹37 lakhs. Call: 98666 69768	2961	Modi Realty Genome Valley LLP
4	MPL	DC	12-12-2025 to 14-12-2025	"Discover rare luxury at Mayflower Platinum, Mallapur. Limited exclusive flats crafted for refined living. Secure your privileged address today. Call: 95023 00311."	3360	Modi Properties Pvt. Ltd.
5	SSOV	TOI	12-12-2025 to 14-12-2025	Silver Oak Villas: exclusive gated homes near sacred spaces. Limited units, timeless charm, and peaceful living await in Chertalpalu. Call: 96182 47247	1386	Modi Housing Pvt. Ltd.
Total amount					15325	

Note: Above amount Rs. 15,325/- to be loaded in Murali - Cash Card

APPROVED BY

03 DEC 2025

SOHAM MODI