

Weekly - Petty cash / expense card statement.

Name		CHH/AC/NOHAN		Statement date		3/12/25	
Prepared by		Ummu		Sign		Ummu	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Mobi. Recharge	Expense Valley	S. A. H. H. Classified Paper Ad	2969	Y N	Y N	
2.	11	11	B. H. Brothers Distribution of Expense	1800	Y N	Y N	
3.			Valley Review		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			4761	Y N	Y N	
Amount to be credited by		Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personnel a/c.					
Approved by:		Div. Manager		Accountant		Accounts Manager	
Sign:		Ummu		Ummu		MD	
Date:		3/12/25		3/12/25			

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 as receipt of received 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 must get and accounts to make per approval provided for expenses of over 2,000/- per week. MD approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

Company/Firm	Moo. Rean H Genone Valley UP		
Project	Bgn		
Voucher No.			
Account head			
Paid to	NANDINI AOS		
Towards/description of work	SAIKSHI CLASSIFIED PAPERS 12/12/25 14/12/25		
Location of work			
Amount in Rs.	2961/-		
Amount in words	Two thousand Nine hundred Eighty One only		
Mode of payment			
	Cheque/trf No.	Date 3/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
<i>[Signature]</i>	<i>[Signature]</i>		

APPROVED BY
03 DEC 2025
E. PRASAD
MANAGER PROMOTION

APPROVED BY
03 DEC 2025
SOHAM MODI

DEBIT VOUCHER

Company/Firm	MOD: Beauty Genome Valley LP		
Project	BGN		
Voucher No.			
Account head			
Paid to	BGN flyers Distribution		
Towards/description of work	BGN Brochures Distribution at Genome Valley 5/12/25		
Location of work			
Amount in Rs.	1800/-		
Amount in words	One thousand Eight hundred only		
Mode of payment			
	Cheque/trf No.	Date 3/5/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y.M.M.			

APPROVED BY
03 DEC 2025
E. PRASAD
MANAGER PROMOTION

600,
BGN

BLOOMDALE

Residency @ Genome Valley

Near Shamirpet, Hyderabad.

Ready
to
Occupy

High Quality.
Incredible Price.
Walk to work.

Just
Rs. 36 lakhs



**MODI
PROPERTIES**

www.modiproperties.com

