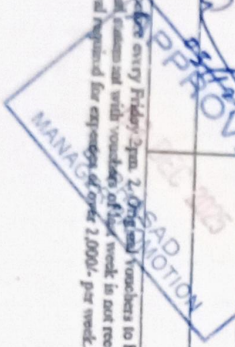


Weekly - Petty cash / expense card statement.

Name		Chitra Nohia		Statement date		11/06/25	
Prepared by		Chitra		Sign		Chitra	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	He Hedi Endowment Fund		Hens Braham 10mls	900	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				Y N	Y N	
Amount to be credited by		Transfer to Happy card, Other.		Transfer to expense card, Cash reimbursement, Transfer to personal a/c.		900	
Approved by:		Div. Manager		Accounts Manager		MD	
Sign:		[Signature]		[Signature]		[Signature]	
Date:							

Notes: 1. Forward copy of this statement to be submitted before every Friday 3pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of statement on Saturday. 4. If original voucher not with voucher of 1st 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 1,000/- per week. MD's approval is required for expenses of over 10,000/- per week.



DEBIT VOUCHER

Company/Firm	MC MODI Education Trust		
Project			
Voucher No.			
Account head			
Paid to	LEONINO creatives		
Towards/description of work	Brochures MC MODI, Digital Printing 12 Pages		
Location of work			
Amount in Rs.	900/-		
Amount in words	Nine Hundred Only		
Mode of payment			
	Cheque/trf No.	Date 3/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Power			

APPROVED BY
03 DEC 2025
E. PRASAD
MANAGER PROMOTION



Leomind Creatives

#2-2-647/227/3, Street No.II, Central Excise Colony,
Lane Behind Divyanjali High School, Bagh Amberpet,
HYDERABAD - 500 013. Telangana State, India.
Phone: +91 40 3587 5843, Mobile: 905 905 0993
E-mail: leomindcreatives@gmail.com

RECEIPT

No.	LMC-049
DATE	28/11/2025

RECEIVED from Mr. / Mrs. / M/s. M.C.Modi Educational Trust, Soham Manshion, II floor, M.G Road, Secunderabad

the sum of Rupees Nine Hundred Only

towards MMM - 12 Pages Catalogue - Digital Offset Printing with Pinning Qty.10 only

Rs. 900/-

Paid by ☐ Cash
☐ Cheque / DD No.
☒ Online Transfer



Receiver's Signature