

GSTIN : JEANUPC121H123
TAX INVOICE / GANAK
SANTHAR & HARSHWAK
PAINTS, Mar Anjali, S
Dealers in : Adin Park, NRI New
Adivas, Kothi Road, Mumbai Dist.

JAI BHAVANI ELECTRICALS
Call : 9014688795
SANTHAR & HARSHWAK
PAINTS, Mar Anjali, S
Dealers in : Adin Park, NRI New
Adivas, Kothi Road, Mumbai Dist.

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Weekly - Petty cash /expense card statement.

	A Suresh	Statement date	04-12-2025			
Prepared by	A Suresh	Sign	<i>AM</i>			
From period	27-11-2025	To period	04-12-2025			
SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MGVVLLP	VIVOPOLIS	Police patrolling charges paid for month of nov 20205	3,000/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
2.	MGVVLLP	VIVOPOLIS	Plug Cement purchased	2,478/-	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
3.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
4.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
5.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
6.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
7.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
8.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
9.	Total			5,478/-		
Amount to be credited by						
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		
Sign	<i>AM</i>					
Date:	<i>05-12-2025</i>					

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 receipted 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.

A SURESH
PROJECT MANAGER

DEBIT VOUCHER			
Company/Firm	Modi GV Ventures LLP		
Project	VIVOPOLIS		
Voucher no.	2		
Account head	R Ramesh		
Credit to	Yusaf		
Towards/description of work	Police patrolling monthly charges paid for the month of NOV -2025		
Location of work	Turkapally		
Period	From: 01-11-2025	To: 30-11-2025	
Amount in Rs.	3,000/-		
Amount in words	Three thousand only		
	Cheque/trf no.	Date	Bank
Prepared by A Suresh	Approved by	Receivers name	Receivers signature

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	Modi GV Ventures LLP		
Project	VIVOPOLIS		
Voucher no.	1		
Account head	R Ramesh		
Credit to	Jai bhavani electricals		
Towards/description of work	Plugh cement purhcased		
Location of work	Turkapally		
Period	From: 21-11-2025	To: 03-12-2025	
Amount in Rs.	2,478/-		
Amount in words	Two thousand Four hundred Seventy Eight only		
	Cheque/trf no.	Date	Bank
Prepared by A Suresh	Approved by	Receivers name	Receivers signature

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.



