

Weekly - Petty cash / expense card statement.

A Suresh		Statement date		04-12-2025		
Prepared by		A Suresh		Sign		
From period		27-11-2025		To period		
				04-12-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MGVLLP	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.	MGVLLP	VIVOPOLIS	Plug Cement purchased	2,478/-	<input checked="" type="checkbox"/> Y <input 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						
Date:	05-12-2025					

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.

APPROVED BY
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	Approved by	Receivers name	Receivers signature
A Suresh			

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 purchased		
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	Approved by	Receivers name	Receivers signature
A Suresh			

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.



NET QUANTITY: 15 kg
BATCH NO.: MF01041004H
DATE OF MANUFACTURE: 14.10.2025
MRP ₹ 19.500 / ₹ 134.500
(Incl. of all taxes)
BEST BEFORE: 12 MONTHS FROM THE DATE