




Weekly - Petty cash /expense card statement.

Approved by	A. Suresh		Statement date	03-12-2025	
Prepared by	I. Rama krishna		Sign		
From period	27-11-2025		To period	03-12-2025	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK-LLP	GHT	Towards local purchase for Wire brush	140/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
2.	MMRK-LLP	GHT	Towards local purchase Spenkelt	2100/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
3	MMRK-LLP	GHT	Towards local purchase Putty, CPVC Vale & general	2420/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
4	MMRK-LLP	GHT	Towards local purchase for general items cutting blades & wire and switches	2465/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
5	MMRK-LLP	GHT	Towards transport charges for cpvc material from mhlpl to ght	300/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
6						
7						
8						
9						
10	Total			7390.-		

Amount to be credited by		
Approved by:	Div. Manager	Accounts Manager
Sign		
Date	20/12/2025	

Notes: 1. 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 statement. 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 by 1 month. 6. Division manager and accounts manager approval required for expenses of over 2,000.- per week. MD's approval is required for expenses of over 10,000.- per week.

PROJEC

DEBIT VOUCHER			
Company/Firm	MMRK-LLP		
Project	GHT		
Voucher no.	01		
Account head	MMRK-LLP		
Paid to	Goutam Traders		
Towards/description of work	Towards local purchase for wire brush		
Location of work	Kowkur		
Period	27-11-2025		03-12-2025
Amount in Rs.	150/-		
	One Hundred fifty rupees only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
I.Rama Krishna			

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	MMRK-LLP		
Project	GHT		
Voucher no.	02		
Account head	MMRK-LLP		
Paid to	Akash Enterprises		
Towards/description of work	Towards local purchase for Spenkler		
Location of work	Kowkur		
Period	27-11-2025		03-12-2025
Amount in Rs.	2100/-		
	Two thousand one hundred rupees only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
I.Rama Krishna			

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	MMRK-LLP		
Project	GHT		
Voucher no.	03		
Account head	MMRK-LLP		
Paid to	Bhagwati Hardware Paints and Sanitary		
Towards/description of work	Towards local purchase for Sponge acid and Putty& wire		
Location of work	Kowkur		
Period	27-11-2025		03-12-2025
Amount in Rs.	2465/-		
	Two thousand four hundred and sixty five rupees only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
I.Rama Krishna			

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	MMRK-LLP		
Project	GHT		
Voucher no.	04		
Account head	MMRK-LLP		
Paid to	Bhagwati Electrical Paints and Sanitary		
Towards/description of work	Towards local purchase for CPVC Ball Valve and solvent and general items		
Location of work	Kowkur		
Period	27-11-2025		03-12-2025
Amount in Rs.	2420/-		
	Two thousand four hundred and twenty rupees only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
I.Rama Krishna			

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	MMRK-LLP		
Project	GHT		
Voucher no.	05		
Account head	MMRK-LLP		
Paid to	Auto		
Towards/description of work	Towards transportation charges for cpvc material		
Location of work	Kowkur		
Period	27-11-2025		03-12-2025
Amount in Rs.	300/-		
	Three hundred rupees only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
I.Rama Krishna			

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.

ESTIMATE

01/12/20

GAUTAM TRADERS

Customer Name :

Dealers in: Hardware, Paints, Sanitary Cement etc

SHOP NO. 3-110/5, MAIN ROAD

Date

S.No.

PARTICULARS

Qty.

Rate

Amount

3 Emu lms

— 105

105



SHERKOTTI
PAINTS PVT. LTD.



www.sherkottipaints.com



SRI RAJ
ESTIMATE / QUOTATION

Dt. 1/12

Particulars

Unit

Rate

21 00

2100

KASH ENTERPRISES
4-4-193/B, Hill Street,
Near Lala Temple, Ramigunj,
SECUNDERABAD-500 003.

Specialist in : DRIP & SPRINKLER FITTINGS

GSTIN : 36ABHPV6660K1ZZ

TAX INVOICE

Original For Buyer

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad

Mob. 7995825048 , 9441079272

State Name:telangana, Code: 36,Pin Code-500094, Email:- pankajchoudhary1112gmail.com

Buyer

Mehta And Modi Realty Kowkur LLP

State : Telengana

Contact No. = ,

GSTIN = 36ABLFM7631F1Z3

State Code:- 36

Invoice No. 2727

Dated 04-12-2025

Mode/Term of Payment

Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	Cpvc Ballvalve 32mm	3917	18	3	600.00	508.47	pc	1800.00
2	Cpvc Solvent 118ml	3506	18	2	190.00	161.02	pc	380.00
3	Sponge	3921	18	20	12.00	10.17	pc	240.00
	SGST							184.58
	CGST							184.58
GRAND TOTAL				25	pc			2420.00

Bill Amount In Words : INR Two Thousand Four Hundred Twenty Only

Bank Details :- canara bank sainikpuri A/C no : 30231010003041 IFSC : CNRB0013023	HSN/SAC 3506 3917 3921	Taxable 322.04 1525.41 203.40	SGST % 9 % 9 % 9 %	SGST Amt 28.98 137.29 18.31	CGST % 9 % 9 % 9 %	CGST Amt 28.98 137.29 18.31
Total GST Amount In Words : INR Three Hundred Sixty Nine & Sixteen Paise Only						

Declaration:

- 1) Goods once sold not be taken back
- 2) In case Bill is not paid with in 7 days interest will be charged at 18%
- 3) No Guarantee for breakage
- 4) We are not responsible for defects in any parts, as warranty liability lies with supplier company.
- 5) Cheque Bounce Charge will be 600/-
- 6) Interest @24% per annum on payment after 15days of delivery goods will be charged

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION

This is Computer Generated Invoice

GSTIN : 36ABHPV6660K1ZZ

TAX INVOICE

Original For Buyer

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad

Mob. 7995825048 , 9441079272

State Name:telangana, Code: 36,Pin Code-500094, Email:- pankajchoudhary1112gmail.com

Buyer

Mehta And Modi Realty Kowkur LLP

State : Telengana

Contact No. = ,

GSTIN = 36ABLFM7631F1Z3

Invoice No. 2728

Dated 04-12-2025

Mode/Term of Payment

Credit

State Code:- 36

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	Cut Off Wheel	6804	18	60	20.00	16.95	pc	1200.00
2	Marble Blade	8202	18	10	100.00	84.75	pc	1000.00
3	Wall putty (B) 5kg	3214	18	1	265.00	224.58	pkt	265.00
								188.02
								188.02

GRAND TOTAL

71 pkt

2465.00

Bill Amount In Words : INR Two Thousand Four Hundred Sixty Five Only

Bank Details :- canara bank sainikpuri A/C no : 30231010003041 IFSC : CNRB0013023	HSN/SAC 3214 6804 8202	Taxable 224.58 1017.00 847.50	SGST % 9 % 9 % 9 %	SGST Amt 20.21 91.53 76.28	CGST % 9 % 9 % 9 %	CGST Amt 20.21 91.53 76.28
Total GST Amount In Words : INR Three Hundred Seventy Six & Four Paise Only						

Declaration:

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- 2) In case Bill is not paid with in 7 days interest will be charged at 18%
- 3) No Guarantee for breakage
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For Bhagwati Electrical Paints and Sanitary

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