

Weekly - Petty cash / expense card statement.

Name		E. Nafao		Statement date		24/12/25	
Prepared by		Rafao		Sign		Rafao	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	4 Hr for RPA		Finance for MTR Kowloon	14000	Y N	Y N	
2.			Mela Profanity Show		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			14000	Y N	Y N	
Amount to be credited by		Transfer to Happy card, Transfer to expense card, Cash reimb. payment, Transfer to personal a/c.		14000			
Approved by:		Div. Manager	Accountant	Accounts Manager	MD		
Sign:							
Date:							

APPROVED BY
24 DEC 2025
MANAGEMENT

Notes: 1. Duplicate copy of the statement is to be attached under every petty cash voucher. 2. Original vouchers to be attached to this statement and sent to respective departments by Monday. 3. Associates to cash payment are required of every statement on Friday. 4. If original statement is not received, the statement of last week is not received without further payment and salary. 5. Employees must maintain photocopy of all bills for 3 months. 6. Division manager and accounts manager approved receipts for expenses of over 2,000/- per week. MD's approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

Company/Firm	METHUEN MOD. BEAUTY LOWICA W/S MOD. HONORARY PRT LHO		
Project	MOD. BEAUTY CLERICAL VOUCHER		
Voucher No.			
Account head			
Paid to	NIPU		
Towards/description of work	28/12/25 29/12/25 STAKE BOKING NIPU Ramangundan Hela Pooteng show		
Location of work			
Amount in Rs.	14,000/-		
Amount in words	fourteen thousand only		
Mode of payment			
	Cheque/trf No.	Date 24/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Ch. W. S.	APPROVED BY 24 DEC 2025 E. PRASAD MANAGER PROMOTION		

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>

Subject: Approval Request – NTPC
Anand Mela (28–29 Dec 2025)

Soham Sir,
NTPC is organizing **Anand Mela** at
Ramagundam on **28th & 29th**
December 2025, from **3:00 PM** to
11:00 PM on both days.

We propose to participate in this mela
to promote our projects **BRGV, GHT**
& SOV.

Budget Details:

- **Stall cost (2 days): Rs. 14,000/-**
- Flex banners (8x6 – 3 Nos): Rs. 1,512/-
- Car petrol & toll expenses (up & down): Rs. 5,200/-
- Staff allowance (Prasad, Suresh, Praveen, Anand Netha & Murali – 2 days): Rs. 5,000/-
- Lodging (2 days): Rs. 6,400/-
- Brochure distribution in mela (2 boys – 2 days): Rs. 2,400/-