

Weekly - Petty cash /expense card statement.

Approved by A.Suresh		Statement date 27-12-2025				
Prepared by I.Rama krishna		Sign 				
From period 18-12-2025		To period 27-12-2025				
SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed ☐ Y ☐ N	GST bill ☐ Y ☐ N
1.	MMRK-LLP	GHT	Towards local purchase for Paint material	2300/-	☐ Y ☐ N	☒ Y ☐ N
2.	MMRK-LLP	GHT	Towards local purchase for paint and hard ware material	2550/-	☐ Y ☐ N	☒ Y ☐ N
3					☐ Y ☐ N	☐ Y ☐ N
4					☐ Y ☐ N	☐ Y ☐ N
5					☐ Y ☐ N	☐ Y ☐ N
6						
7						
8						
9						
10	Total					
Amount to be credited by						
Approved by:		Div. Manager	Accountant	Accounts Manager	MD	
Sign						
Date:						

A.Suresh


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. MD's approval is required for expenses of over 10,000/- per week.

PROJECT MANAGER

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 : Telangana

Contact No. = ,

GSTIN = 36ABLFM7631F123

State Code:- 36

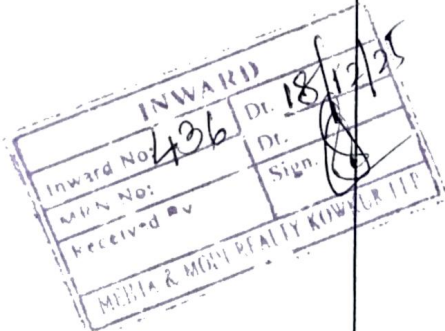
Invoice No. 2853

Dated 18-12-2025

Mode/Term of Payment

Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	OBD (U) Skg	3209	18	1	400.00	338.98	pc	400.00
2	Woodprimer 1lt	3208	18	4	250.00	211.86	pc	1000.00
3	Pp Box	8537	18	4	180.00	152.54	pc	720.00
4	Stainer Uni. 50ml	3213	18	3	60.00	50.85	pc	180.00
								175.42
								175.42
GRAND TOTAL								2300.00



Bill Amount In Words : INR Two Thousand Three Hundred Only

Bank Details :-	HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
canara bank sainikpuri	3208	847.44	9 %	76.27	9 %	76.27
A/C no : 30231010003041	3209	338.98	9 %	30.51	9 %	30.51
IFSC : CNRB0013023	3213	152.55	9 %	13.73	9 %	13.73
	8537	610.16	9 %	54.91	9 %	54.91
Total GST Amount In Words : INR Three Hundred Fifty & Eighty Four 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 chared 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 15 days of delivery goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION

This is Computer Generated Invoice

GSTIN : 36ABHVP6660K1ZZ

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. 2852

Dated 18-12-2025

Mode/Term of Payment

Credit

S.N	Description Of Goods	HSN / SAC	Tax %	QTY	RATE (Incl. of Tax)	RATE	Per	Amount
1	Lokfix	3824	18	2	500.00	423.73	pc	1000.00
2	Pvc Pipe(S) 19x1.0mm	3917	18	5	38.00	32.20	pc	190.00
3	Wall Cutting Blade	8208	18	3	150.00	127.12	pc	450.00
4	P.O.P	2520	5	12	30.00	28.57	pkt	360.00
5	Varnish 500ml	3208	18	1	180.00	152.54	pc	180.00
6	Satin E.P 1lt	3208	18	1	360.00	305.08	pc	360.00
7	M.Seal	3214	18	1	10.00	8.47	pc	10.00
								175.60
								175.60
SGST								
CGST								
GRAND TOTAL				25	pc			2550.00

Bill Amount In Words : INR Two Thousand Five Hundred Fifty Only

Bank Details :-	HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
canara bank sainikpuri	2520	342.84	2.5 %	8.57	2.5 %	8.57
A/C no : 30231010003041	3208	457.62	9 %	41.19	9 %	41.19
IFSC : CNRB0013023	3214	8.47	9 %	0.76	9 %	0.76
	3824	847.46	9 %	76.27	9 %	76.27
	3917	161.00	9 %	14.49	9 %	14.49
	8208	381.36	9 %	34.32	9 %	34.32
Total GST Amount In Words :						
INR Three Hundred Fifty One & Twenty 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 500/-
- 6) Interest @24% per annum on payment after 15 days of delivery, goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION

This is Computer Generated Invoice

DEBIT VOUCHER			
Company/Firm	MMRK-LLP		
Project	GHT		
Voucher no.	01		
Account head	MMRK-LLP		
Paid to	Bhagwati Electrical & paints and Sanitary		
Towards/description of work	Towards local purchase for paints material		
Location of work	Kowkur		
Period	18-11-2025		24-12-2025
Amount in Rs.	2300/-		
	Two thousand 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.

DEBIT VOUCHER			
Company/Firm	MMRK-LLP		
Project	GHT		
Voucher no.	02		
Account head	MMRK-LLP		
Paid to	Bhagwati Electrical Paints and Sanitary		
Towards/description of work	Towards local purchase for paints and hard ware material		
Location of work	Kowkur		
Period	20-12-2025		24-12-2025
Amount in Rs.	2550/-		
	Two thousand five hundred and 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.

