DEBIT VOUCHER

Modi realty Jenome Valley

Voucher No. _____

A/c. _____ Date : 29/12/25

Paid to	Seibad court		Rs.	Ps.
towards	Purchase of stamp Papers 12 Nos		1680	
Rupees	One Thousand Six Hundred Eighty only			

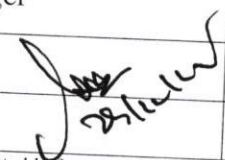| Paid by Cheque/Cash	Cheque No.	Dated	Drawn on Bank	1680	

Prepared by   Approved by   Receiver's Signature

Weekly - Petty cash /expense card statement.

Name	Ch Ramesh			Statement date		Card No:4629 5254 2716 5716		Scan 10?
Prepared by	Ch Ramesh			Sign				
From period				To period				

Sl No	Debit company	to	Debit to project	Description of expense		Amount	Bill enclosed	GST bill
1.	BRGU		BRGU	Purchase of Stamp Paper				
2.						1680	☐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.							☐Y ☐N	☐Y ☐N
11.	Total						☐Y ☐N	☐Y ☐N

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			1680

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

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