Weekly - Petty cash /expense card statement.

Name	G. Murali Mohan	Statement date	14/1/26
Prepared by	Murali	Sign	Murali
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.						
2.	A9M2 Neopolis Savage-4554		A9M2 Neopolis Floorplans	2832	Y N	Y N
3.	〃		A9M2 〃 〃 〃	2832	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			5664	Y N	Y N

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

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	[signature]			
Date:				

APPROVED BY
14 JAN 2026
E. PRASAD
MANAGER PROMOTION

Notes: 1. Scanned copy of this statement to be submitted before every Friday 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

DEBIT VOUCHER

Company/Firm	ASMZ Neopolis Rajvane 4554 Pvt Ltd		
Project			
Voucher No.			
Account head			
Paid to	Leomind Creativy		
Towards/description of work	fronts Back 25 no, AMZ Neopolis Broches 366354554 Floor Plans		
Location of work			
Amount in Rs.	2832/-		
Amount in words	Two thousand Eight Hundred thirty Two only.		
Mode of payment			
	Cheque/trf No.	Date 14/1/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Praveen	[signature]		

APPROVED BY
E. PRASAD
MANAGER PROMOTION
14 JAN 2026

Leomind Creatives

#2-2-647/227/3, Street No.II, Central Excise Colony,
Lane Behind Divyanjali High School, Bagh Amberpet,
HYDERABAD - 500 013. Telangana State, India.
Phone: +91 40 3587 5843, Mobile: 905 905 0993
E-mail: leomindcreatives@gmail.com

GSTIN: 36DDCPG9552D1ZM
PAN: DDCPG9552D

TAX INVOICE

To,
AMTZ Medpolis Square 4554 Private Limited
GROUND, Survey No. 480 2, Amtz Campus, Pragati Maidan,
Rashtriya Ispat Nigam Ltd, Visakhapatnam Steel Plant,
Visakhapatnam, A.P- 530031.

GSTIN No. : 37AAXCA5420G1ZG

INVOICE No. :	LMC/2025-26/063
DATE :	13-01-2026
P. O./ Order No. :	0063/2K25-26
DATE :	09-01-2026

S.No.	DESCRIPTION	HSN/SAC	QTY.	RATE (INR)	TOTAL (INR)
1.	Towards the Printing & Supply of AMTZ Medpolis Square 3663 & 4554 Floor Plans (16 Pages) Front & Back Multicolour Digital Printing with Pinning and Cutting	998912	25	96.00	2,400.00

E.&O.E

TOTAL AMOUNT	2,400.00
CGST @ -	-
SGST @ -	-
IGST @ 18%	432.00
GRAND TOTAL (INR)	2,832.00

Grand Total (INR in words)

Two Thousand Eight Hundred Thirty Two Only.

I hear by certify that this invoice shows the actual price of Creatives / Printing / Digital / Electronic / In & Outdoor media advertising promotional described, that no other invoice has been issued, and that all particulars are true and correct.

Payment Options :
Payment should be made by DD / Cheque in favour of "LEOMIND CREATIVES"
or Online Transfer.

- Account No. : 59059050999
  Bank Name & Branch : IDFC FIRST Bank, Himayatnagar Branch, Hyderabad.
  IFSC Code : IDFB0080221

Terms & Conditions :
1. Complaints / Clarifications will not be entertained after 7 days of delivery.
2. Intrerest @ 24% p.a. is charged on unrealised payments.
3. All disputes subject to Hyderabad Jurisdiction only.

LEOMIND CREATIVES HYDERABAD UAM No. TS02D0050409

For Leomind Creatives

Authorised Signatory

THANK YOU FOR YOUR BUSINESS!

DEBIT VOUCHER			
Company/Firm	Amiz Neopolis Sanvane 2201 Pvt Ltd		
Project			
Voucher No.			
Account head			
Paid to	Leonino creative		
Towards/description of work	front & Back 25No, Amiz Neopolis Sanvane Floor Plans 16 Pages		
Location of work			
Amount in Rs.	2832/-		
Amount in words	Two thousand Eight Hundred thirty Two only		
Mode of payment			
	Cheque/trf No.	Date 14/1/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

APPROVED BY
14 JAN 2026
E. PRASAD
MANAGER PROMOTION

Leomind Creatives

#2-2-647/227/3, Street No.II, Central Excise Colony,
Lane Behind Divyanjali High School, Bagh Amberpet,
HYDERABAD - 500 013. Telangana State, India.
Phone: +91 40 3587 5843, Mobile: 905 905 0993
E-mail: leomindcreatives@gmail.com

GSTIN: 36DDCPG9552D1ZM
PAN: DDCPG9552D

TAX INVOICE

To,
AMTZ Medpolis Square 801 Pvt Ltd.
Vm Steel Projrt Town Ship Sub Post office,Ground,
Plot. No: D1-56, HUB Building, AMTZ CAMPUS,
Pragati Maidan, Vishakapatanam, A.P- 530031

GSTIN No. : 37AAXCA5638G1Z4

INVOICE No.	:	LMC/2025-26/062
DATE	:	13-01-2026
P. O./ Order No.	:	0062/2K25-26
DATE	:	09-01-2026

S.No.	DESCRIPTION	HSN/SAC	QTY.	RATE (INR)	TOTAL (INR)
1.	Towards the Printing & Supply of AMTZ Medpolis Square 801&702 Floor Plans (16 Pages) Front & Back Multicolour Digital Printing with Pinning and Cutting	998912	25	96.00	2,400.00

E.&O.E

TOTAL AMOUNT	2,400.00
CGST @ -	-
SGST @ -	-
IGST @ 18%	432.00
GRAND TOTAL (INR)	2,832.00

Grand Total (INR in words)

Two Thousand Eight Hundred Thirty Two Only.

I hear by certify that this invoice shows the actual price of Creatives / Printing / Digital / Electronic / In & Outdoor media advertising promotional described, that no other invoice has been issued, and that all particulars are true and correct.

Payment Options :

Payment should be made by DD / Cheque in favour of "LEOMIND CREATIVES" or Online Transfer.

- Account No. : 59059050999
  Bank Name & Branch : IDFC FIRST Bank, Himayatnagar Branch, Hyderabad.
  IFSC Code : IDFB0080221

Terms & Conditions :

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2. Intrerest @ 24% p.a. is charged on unrealised payments.
3. All disputes subject to Hyderabad Jurisdiction only.

LEOMIND CREATIVES HYDERABAD UAM No. TS02D0009493

For Leomind Creatives

Authorised Signatory

THANK YOU FOR YOUR BUSINESS!