Weekly - Petty cash /expense card statement.

Name	Cf Murli Mohan	Statement date	14/1/26
Prepared by	[signature]	Sign	[signature]
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MC Modi Educational Trust		MCMET Brochers Sons,	4484	Y N	Y N
2.					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			4484		

Amount to be credited by	Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign	[signature]			
Date				

APPROVED BY
14 JAN 2026
... PRASAD
MANAGER ... PROMOTION

Note: 1. Scanned copy of this statement to be submitted before every Friday [illegible] 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 [illegible] expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER			
Company/Firm	MC Modi Educational Trust		
Project			
Voucher No.			
Account head			
Paid to	Leoning Creative		
Towards/description of work	MCMET Brochure 12 pages 50 nos, front & Back		
Location of work			
Amount in Rs.	4484/-		
Amount in words	Four thousand Four Hundred Eighty Four only		
Mode of payment			
	Cheque/trf No.	Date 14/1/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Yrwm			

APPROVED BY
14 JAN 2026
E. PRASAD
MANAGER PROMOTION

Leomind Creatives
#2-2-647/227/3, Street No.11, 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,
M.C.MODI EDUCATIONAL TRUST
Soham Mansion, 5-4-187/3 and 4, 2nd Floor,
M.G. Road, Secunderabad, 500003.
Ranga Reddy, Telangana,

GSTIN No. : 36AAATM5488Q2ZO

INVOICE No.	:	LMC/2025-26/066
DATE	:	13-01-2026
P. O./ Order No.	:	0066/2K25-26
DATE	:	09-01-2026

S.No.	DESCRIPTION	HSN/SAC	QTY.	RATE (INR)	TOTAL (INR)
1.	Towards the Printing & Supply of MCMET - Brochure (12 Pages) Front & Back Multicolour Digital Printing on 170 GSM Art paper with Pinning and Cutting.	998912	50	76.00	3,800.00

E.&O.E

TOTAL AMOUNT	3,800.00
CGST @ 9%	342.00
SGST @ 9%	342.00
IGST @ -	-
GRAND TOTAL (INR)	4,484.00

Grand Total (INR in words)

Four Thousand Four Hundred Eighty Four 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. TS02D0050489

For **Leomind Creatives**

Authorised Signatory

THANK YOU FOR YOUR BUSINESS!