

Weekly - Petty cash /expense card statement.

	A Suresh		Statement date	22-01-2026
Prepared by	A Suresh		Sign	
From period	10-01-2026		To period	21-01-2026
SI No	Debit to company	Debit to project	Description of expense	
1.	MGVVVLLP	VIVOPOLIS	Hardware material purchased	Amount
2.	MGVVVLLP	VIVOPOLIS		Bill enclosed
3.	MGVVVLLP	VIVOPOLIS		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
4.	MGVVVLLP	VIVOPOLIS		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
5.				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
6.				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
7.				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
8.				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
9.	Total			2,324/-
Amount credited by	to be			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Date:	22-01-2026	APPROVED BY		

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

PROJECT MANAGER



DEBIT VOUCHER			
Company/Firm	Modi GV Ventures LLP		
Project	VIVOPOLIS		
Voucher no.	1		
Account head	VINOD		
Credit to	Jagdamba Enter Prises		
Towards/description of work	Hardware material purchased		
Location of work	Turkapally		
Period	From: 10-01-2026	To: 21-01-2026	
Amount in Rs.	2,324/-		
Amount in words	Two Thousand Three hundred Twenty Four only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
A Suresh			

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.



CASH / CREDIT MEMO		Cell: 8008461268 8106404696		
JAGDAMBA ENTERPRISES				
HARDWARE, ELECTRICAL, ASIAN PAINT, SANITARY, CERA, ASHIRVAD FITTING, All Brand CEMENT				
P. No.: Beside Satya Reddy Colony, ANAND HOMES, Bandlaguda Jagir, Rajendra Nagar, R.R. Dist. T.S.				
GSTIN : 36GDOPS2760G1ZI		State : Telangana		
State Code : 36				
To, M/s. <i>Modi Cr-V Ventures LLP</i>		No. : 229 Date : <i>20/01/26</i>		
		Truck No. : Way Bill No. : Your Order No.:		
Party GSTIN : <i>36ABUFM6780A1ZU</i>				
Sl. No.	PARTICULARS	Qty.	Rate	Amount
①	1kg Araldite fort	1kg	1,550/-	1,550/-
②	Black Oxide key	1kg	50/-	50/-
③	2.0 Square wire	10mtr	35/-	350/-
④	Electrical tape	2mtrs	10/-	20/-
				1,970/-
		CGST @ 9% 177.3		177.3
		SGST @ 9% 177.3		177.3
		TOTAL 2,394.6		2,394.6
Bank Details : ANDHRA BANK, Suncity Branch, A/c. No. 162111100002786, IFSC Code: ANDB0001621.			For JAGDAMBA ENTERPRISES <i>[Signature]</i>	
Goods once sold will not be taken back or exchanged.			Receiver's Signatory	Authorised Signatory



ORDER FORM

① *Parbatiya Alka • 1645*

Date: 20

150/-

150/-

Use Always:

SUDHAKAR BRAND

Rigid PVC for Electrical, Water, SWR, CPVC, Casing, Column,
House Pipes & Fittings, Water Tanks and Flexible Pipes,
"Wires and Cables" "UPVC Doors and Windows

