

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	
SI No		Debit to company		Debit to project	
1.		MGVLLP		VIVOPOLIS	
2.		MGVLLP		VIVOPOLIS	
3.		MGVLLP		VIVOPOLIS	
4.		MGVLLP		VIVOPOLIS	
5.					
6.					
7.					
8.					
9.		Total			
Amount to be credited by:				2,324/-	
Approved by:		Div. Manager		Accountant	
Sign		APPROVED BY		Accounts Manager	
Date:		22-01-2026		MD	

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. 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: 8008481268  
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, Modi G.V. ventures LLP  
M/s.

No. 229  
Date 20/01/26

Truck No. :

Way Bill No. :

Party GSTIN : 36ABUEFM6780A1ZU

Your Order No.:

Sl. No.	PARTICULARS	Qty.	Rate	Amount
①	1kg Araldite fast	1 nos	1,550/-	1,550/-
②	Black oxide kety	1 nos	50/-	50/-
③	2.0 sqmm wire	1 nos	350/-	350/-
④	Electrical Tm	2 nos	10/-	20/-
				1,970/-
CGST @ 9%				177.3
SGST @ 9%				177.3
TOTAL				2394.6

Bank Details : ANDHRA BANK, Suncity Branch,  
A/c. No. 162111100002786, IFSC Code: ANDB0001621.

Goods once sold will not be taken back or exchanged.

Receiver's Signatory

For JAGDAMBA ENTERPRISES

Authorised Signatory





ORDER FORM

① *Barbary Nails* 1 kg

Date: *5/11/20*

150

150

Use Always:

**SUDHAKAR BRAND**

Rigid PVC for Electrical, Water, SWR, CPVC, Gassing, Column,  
HDPE Pipes & Fittings, Water Tanks and Flexible Pipes,  
Wires and Cables. \*UPVC Doors and Windows



