Weekly - Petty cash /expense card statement.

Name	S Prasad	Statement date	22/1/26
Prepared by	Prasad	Sign	Prasad
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Medi Property Pvt Ltd		Eenadu classified paper ad	4657	Y N	Y N
2.	"	"	DC classified paper ad	3381	Y N	Y N
3.	"	"	Sakshi classified paper ad	2961	Y N	Y N
4.	"	"	TOI classified " "	1386	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			12385	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:				
Date:				

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22 JAN 2026
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	Modi Property Pvt Ltd		
Project			
Voucher No.			
Account head			
Paid to	Nandini Ads		
Towards/description of work	Emerald Height - Pocharam Eenadu classified paperad 23/1/26 & 25/1/26		
Location of work			
Amount in Rs.	4657/-		
Amount in words	Four thousand six hundred fifty seven only.		
Mode of payment			
	Cheque/trf No.	Date 22/1/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Ymurl			

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DEBIT VOUCHER			
Company/Firm	MODi Properties PVT LTD		
Project			
Voucher No.			
Account head			
Paid to	NANDINI ADS		
Towards/description of work	Sterling Heights - 1company DC classified PAPER AD 23/1/26 & 25/1/26		
Location of work			
Amount in Rs.	~~[illegible]~~ 3381/-		
Amount in words	three thousand three Hundred Eighty one only		
Mode of payment			
	Cheque/trf No.	Date 22/1/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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DEBIT VOUCHER

Company/Firm	MODI PROPERTIES PVT LTD		
Project			
Voucher No.			
Account head	NANDINI ADS		
Paid to			
Towards/description of work	LOTUS HOMES - Hayathnagar Bandlaguda SAKSHI CLASSIFIED PAPER AD 23/1/26 & 24/1/26		
Location of work			
Amount in Rs.	2961/-		
Amount in words	Two Thousand Nine Hundred Sixty One only		
Mode of payment			
	Cheque/trf No.	Date 22/1/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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DEBIT VOUCHER			
Company/Firm	Modi Botanics Pvt Ltd		
Project			
Voucher No.			
Account head			
Paid to	NANDINI ADS		
Towards/description of work	Times of India classified Paper Ad 23/1/26 & 25/1/26		
Location of work			
Amount in Rs.	1386/-		
Amount in words	One thousand ~~Eig~~ three hundred Eighty Six Only		
Mode of payment			
	Cheque/trf No.	Date 22/1/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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