Weekly - Petty cash /expense card statement.

Name	P. Raghu	Statement date	23/01/2026
Prepared by	P. Raghu	Sign	P. Raghu
From period	10/01/2026	To period	15/01/2026

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMTZ 4554	AMTZ 4554	Sri Laxmi Ganesh steels & Hardware			
2.			Local purchase of Lorry Hinges	1605/-		
3.			for AMTZ 4554 Site use			
4.			purpose Rev No 20260109002			
5.						
6.						
7.						
8.						
9.						

Amount to be credited by ☐ Transfer to Happay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED 22 JAN 2025			
Date:	MINISH PARIKH MANAGER PRO...			

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.

DEBIT VOUCHER

AMTZ Medpolis Square 4554 Pvt Ltd.

Voucher No. ____________

A/c. ____________ Date : 23/01/2026

	Rs.	Ps.
Paid to Sri Laxmi Ganesh Steels & Hardware		
towards Local purchase of Lorry Hinges		
for AMTZ 4554 Site use purpose.	1605/-	
Vide Req.no:- 2026010900 2.		
Rupees One thousand Six hundred and five		
Ruppees. only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	1605/-	

APPROVED
22 JAN 2026
Approved by
MINISH PARIKH
MANAGER PRO...MENT

Prepared by

Receiver's Signature

GSTIN : 36ARPPK9655D2ZA

TAX INVOICE

Ph : 9542575725

SRI LAXMI GANESH STEELS & HARDWARE

Dealers in : Iron & Steel, Casting, Wire Mesh, Design Articles,

6-6-125/A/2, Beside SBH, Kavadiguda, Secunderabad-500080. Telangana.
Email : srilaxmiganeshsteels@gmail.com

M/s. AMTZ Medpolis Square 4554 PVL 4S

Vishakapatnam

Party's GSTIN 37AAXCA5420G1ZG

Invoice No.: 319

Date : 13/01/26

Transporter :

L.R.No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	Lorry Hinges	16 No	85/	1360	-
			Total	1360	-
			SGST @ 9% —		
			CGST @ 9% —		
			IGST @ 18% —	244	80
			Roundup		20
			GRAND TOTAL	1605	-

Bank Details :
Sri Laxmi Ganesh Steels & Hardware
C/A : 36998265647
Bank : SBI, Kavadiguda, Sec-bad.
IFSC Code No. : SBIN0020312

Rupees In Words :

SRI LAXMI GANESH STEELS & HARDWARE

Signature

E & O.E.
Terms & Conditions
Subject to Hyderabad Jurisdiction only
Goods once sold will not be taken back or Exchange

Requisition Form

Company Name	AMTZ Medpolis Square 4554 Pvt Ltd	Date	09 Jan 2026
Site Or Phase	AMTZ 4554 Pvt Ltd	Time	10:21:54
For Use In Flat/Villa/Other	Lab space	Req.No.	20260109002
Material required before date			

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	HARD8306-Hardware-MS Lorry Hinges--75mm-Nos.	15.00	0	15.00	7.00		
Add Spec	75X75mm — Local purchase						

PO Num	Date	Type	Status
20260109016	09 Jan 2026	PO	Open PO

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Devi		09 Jan 2026 10:21:54 am
2	Const-Mgr	Salman	System Generated:This Requisition Has Been Approved	09 Jan 2026 03:30:17 pm

Prepared By :- Devi

Sign:-

Date :- 09 Jan 2026

Approved By:-

Sign:-

Date:-

Note: On receipt of material at site write inward number and date in last two columns

09/01/26 04:43:33 PM