

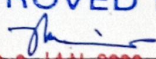
Weekly - Petty cash / expenses card statement.

Name		E. Prasad		Statement date		29/1/24	
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					Y N	Y N	
2	HOD. Prashant P. H. 150		MO Broker Package	10,999	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			10,999	Y N	Y N	
Amount to be credited by		Transfer to Happy card, Transfer to expenses card, Cash reimbursement, Transfer to personal a/c.					
Approved by:		Div. Manager		Accounts Manager		MD	
Sign:							
Date:							

Notes: 1. Original copy of the documents to be submitted before every Friday. 2. Original vouchers to be attached to the statement and send to respective concerned by Monday. 3. Amounts to cash payments on receipt of original statement on Friday. 4. If original statement with vouchers of last week is not received within the specified period and entry. 5. Employees must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approved required for expenses of over 2,000/- per week. MD's approval is required for expenses of over 10,000/- per week.

APPROVED
29 JAN 2024
PRASAD
FOR PROMOTION

DEBIT VOUCHER

Company/Firm	MOD. PROPERTY PVT LTD		
Project			
Voucher No.			
Account head			
Paid to	NO BROKER		
Towards/description of work	NO BROKER Package 60 days		
Location of work			
Amount in Rs.	10,999 / -		
Amount in words	Ten thousand Nine hundred ninety only		
Mode of payment			
	Cheque/trf No.	Date 29/1/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. N. K.	APPROVED BY  29 JAN 2026 E. PRASAD MANAGER PROMOTION		

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- Showing Property On Your Behalf
- Facebook Marketing Of Your Property