

Weekly - Petty cash / expense card statement

Name		C. MURALESHAN		Statement date	29/1/26
Prepared by		P. MURALESHAN		Sign	
From period				To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	BILL enclosed	Q&T bill
1.	NOO! BOBOLING for LRD		TOI COASTIFIED PAPER AD	1786	Y N	Y N
2.	11	11	Tca fence for H-6 by	450	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			1836	Y N	Y N

Amount to be credited by	Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.	1836
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Approved by:	Div. Manager	Accounts Manager	MD
Sign:			
Date:			

APPROVED

29/1/26

P. MURALESHAN

When 1. Forward copy of this statement to be submitted to the every Friday. 2. Original vouchers to be attached to this statement and send to respective approved by Manager. 3. Amounts to cash payment as enclosed of enclosed statement on Saturday. 4. If original statement with vouchers of last week is not received without further payment and entry. 5. Employees must submit photograph of all bills reaching for 3 months. 6. Division manager and accounts manager approved to spend the expenses of over 2,000/- per week. MDs approved to spend the expenses of over 10,000/- per week.

DEBIT VOUCHER

Company/Firm	HCO. DEHRA DULAI		
Project	HCO.		
Voucher No.			
Account head			
Paid to	NANDE AAR		
Towards/description of work	Tune of work under HCO 6/2/26 8/2/26		
Location of work			
Amount in Rs.	1386		
Amount in words	One thousand three hundred eighty six only		
Mode of payment			
	Cheque/Ref No.	Date 29/1/26	Bank
Prepared by	Approved by	Receiver's Name	Receiver's Signature
4/1/26			
APPROVED BY			

29 JAN 2026

E. PRASAD
MANAGER PROMOTION

Sub: Classified ads schedule from Feb 26 to Apr 26

Prepared by: Prasad

Prepared date: 27-01-2026

Sl no	Week	Project	Telugu Paper	Telugu Cost (Rs)	English Paper	English Cost (Rs)	Weekly Total Cost (Rs)
1	Week 1 (06 Feb - 08 Feb 2026)	SOV	Eenadu (Top)	4,657.00	TOI	1,386.00	6,043.00
2	Week 1 (06 Feb - 08 Feb 2026)	GMR	Sakshi (Top)	2,961.00	DC	3,120.00	6,081.00
3	Week 1 (06 Feb - 08 Feb 2026)	BRGV	Eenadu (Top)	4,657.00	DC	3,120.00	7,777.00
4	Week 1 (06 Feb - 08 Feb 2026)	MPL	Sakshi (Top)	2,961.00	DC	1,386.00	4,347.00
5	Week 1 (06 Feb - 08 Feb 2026)	GHT	Eenadu	4,657.00	TOI	1,386.00	6,043.00
6	Week 2 (13 Feb - 15 Feb 2026)	SOV	Sakshi	2,961.00	DC	3,120.00	6,081.00
7	Week 2 (13 Feb - 15 Feb 2026)	GMR	Eenadu	4,657.00	TOI	1,386.00	6,043.00
8	Week 2 (13 Feb - 15 Feb 2026)	BRGV	Sakshi	2,961.00	TOI	1,386.00	4,347.00
9	Week 2 (13 Feb - 15 Feb 2026)	MPL	Eenadu	4,657.00	DC	3,120.00	7,777.00
10	Week 2 (13 Feb - 15 Feb 2026)	GHT	Sakshi	2,961.00	DC	3,120.00	6,081.00
11	Week 3 (20 Feb - 22 Feb 2026)	SOV	Eenadu	4,657.00	DC	3,120.00	7,777.00
12	Week 3 (20 Feb - 22 Feb 2026)	GMR	Sakshi	2,961.00	TOI	1,386.00	4,347.00
13	Week 3 (20 Feb - 22 Feb 2026)	BRGV	Eenadu	4,657.00	TOI	1,386.00	6,043.00
14	Week 3 (20 Feb - 22 Feb 2026)	MPL	Sakshi	2,961.00	DC	3,120.00	7,777.00
15	Week 3 (20 Feb - 22 Feb 2026)	GHT	Eenadu	4,657.00	DC	3,120.00	6,081.00
16	Week 4 (27 Feb - 01 Mar 2026)	SOV	Sakshi	2,961.00	TOI	1,386.00	4,347.00
17	Week 4 (27 Feb - 01 Mar 2026)	GMR	Eenadu	4,657.00	DC	3,120.00	7,777.00
18	Week 4 (27 Feb - 01 Mar 2026)	BRGV	Sakshi	2,961.00	DC	3,120.00	6,081.00
19	Week 4 (27 Feb - 01 Mar 2026)	MPL	Eenadu	4,657.00	TOI	1,386.00	6,043.00
20	Week 4 (27 Feb - 01 Mar 2026)	GHT	Sakshi	2,961.00	TOI	1,386.00	4,347.00
21	Week 5 (06 Mar - 08 Mar 2026)	SOV	Eenadu	4,657.00	TOI	1,386.00	6,043.00
22	Week 5 (06 Mar - 08 Mar 2026)	GMR	Sakshi	2,961.00	DC	3,120.00	7,777.00
23	Week 5 (06 Mar - 08 Mar 2026)	BRGV	Eenadu	4,657.00	DC	3,120.00	6,081.00
24	Week 5 (06 Mar - 08 Mar 2026)	MPL	Sakshi	2,961.00	TOI	1,386.00	4,347.00
25	Week 5 (06 Mar - 08 Mar 2026)	GHT	Eenadu	4,657.00	TOI	1,386.00	6,043.00
26	Week 5 (06 Mar - 08 Mar 2026)	SOV	Sakshi	2,961.00	DC	3,120.00	7,777.00
27	Week 6 (13 Mar - 15 Mar 2026)	GMR	Eenadu	4,657.00	TOI	1,386.00	6,081.00
28	Week 6 (13 Mar - 15 Mar 2026)	BRGV	Sakshi	2,961.00	TOI	1,386.00	4,347.00
29	Week 6 (13 Mar - 15 Mar 2026)	MPL	Eenadu	4,657.00	DC	3,120.00	7,777.00
30	Week 6 (13 Mar - 15 Mar 2026)	GHT	Sakshi	2,961.00	DC	3,120.00	6,081.00
31	Week 7 (20 Mar - 22 Mar 2026)	SOV	Eenadu	4,657.00	DC	3,120.00	7,777.00
32	Week 7 (20 Mar - 22 Mar 2026)	GMR	Sakshi	2,961.00	TOI	1,386.00	4,347.00
33	Week 7 (20 Mar - 22 Mar 2026)	BRGV	Eenadu	4,657.00	TOI	1,386.00	6,043.00

APPROVED BY
28 JAN 2026

Prasad

DEBIT VOUCHER

Company/Firm	MODI PROPERTIES PVT LTD		
Project	NPL		
Voucher No.			
Account head			
Paid to	TCA Bank		
Towards/description of work	TCA Bank Sale Meeting 28/1/26		
Location of work			
Amount in Rs.	450/-		
Amount in words	Four Hundred Fifty only		
Mode of payment			
	Cheque/trf No.	Date 29/1/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
CPWTH			