Weekly - Petty cash /expense card statement.

Name	Ch Ramesh		Statement date	Card No:4629 5254 2716 5716		
Prepared by	Ch Ramesh		Sign			
From period			To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	BRGV	BRGVE	Linked documents xerox & Spiral Binding Banking Purpose	3980	☐Y ☐N	☐Y ☐N
2.					☐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.					☐Y ☐N	☐Y ☐N
11.	Total			3980		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	27/2/2026	APPROVED BY 27 FEB 2026 G. JAI KUMAR AGM-HR & Admin		
Date:				

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. MD's approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER

Modi Realty Genome valley llp

Voucher No. ____________

A/c. ____________

Paid to Bhagya laxmi xerox

towards Being cash paid to Bhagya laxmi xerox towards xerox, spiral Binding & lamination & linted document for Banker

Date : 27/2/26

	Rs.	Ps.
Rupees Three thousand nine hundred & Eighty Rupees only	3980—a	
	3980—a	

Paid by Cheque / Cash

Cheque No. ______ Dated ______ Drawn on Bank ______

Prepared by

APPROVED BY
27 FEB 2026
G. JAI KUMAR
GM-HR & Admin

Approved by 27/02/2026

Receiver's Signature

CASH BILL

BHAGYA LAXMI XEROX

Spiral Binding and Wiro Binding
H.No. 1-8-303-32/1, Flat No. C1, Ground Floor,
Dillu Apts., Beside Vishaka Office,
S.P. Road, Secunderabad 500 003
Ph : 040 66206639.

No.

M/s.

Date : 27/2/26

Sl. No.	PARTICULARS	Qty.	Amount Rs .	Ps.
1)	A4 Blw print 180 pages 10 sets	1800	3600	—
	A3 Blw print 2x10	20	80	—
	Spiral Binding	10	300	—
	Administrator			
		TOTAL	3980	—

For BHAGYA LAXMI XEROX