Weekly - Petty cash /expense card statement.

Name	G.MURALI MOHAN	Statement date	3/7/25
Prepared by	G MURALI	Sign	G MURALI
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	RAJESH KUMAR	JAYANTILAL	Hindustan Times Delhi classifieds	6237	Y N	Y N
2.	"	"	TOI Delhi classified PAPERAD	15876	Y N	Y N
3.	"	"	The Hindu Chennai " "	7232	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			29345		

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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3 1 JUL 2025

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			
Company/Firm	RAJESH KUMAR JAYANTILAL KADAKIA		
Project			
Voucher No.			
Account head			
Paid to	NANDINI ADS		
Towards/description of work	8/8/25 3 10/8/25 Rayalty Lease Ad Hindustan Times Delhi Classified Paper Ad		
Location of work			
Amount in Rs.	6237/-		
Amount in words	Six Thousand Two Hundred Thirty Seven only		
Mode of payment			
	Cheque/trf No.	Date 31/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Ymurl.	[signature]		

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DEBIT VOUCHER			
Company/Firm	RAJESH KUMAR JAYANTILAL KADAKIA		
Project			
Voucher No.			
Account head			
Paid to	NANDINI ADS		
Towards/description of work	8/8/25, 10/8/25 Family Lease AD Times of India Delhi classified PAPER AD		
Location of work			
Amount in Rs.	15876/-		
Amount in words	fifteen thousand Eight Hundred Seventy Six only		
Mode of payment			
	Cheque/trf No.	Date 31/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

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DEBIT VOUCHER

Company/Firm	RAJESH KUMAR JAYANTILAL KADAKIA		
Project			
Voucher No.			
Account head			
Paid to	NANDINI ADS		
Towards/description of work	8/8/25 & 10/8/25 Greentowers Lease Begumpet THE HINDU chennai classified PAPER AD		
Location of work			
Amount in Rs.	7232/-		
Amount in words	Seven thousand Two Hundred thirty Two only		
Mode of payment			
	Cheque/trf No.	Date 31/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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Promotions Division						
			Prepared by:	Raju		
Sub: Ramky & Greens Towers Classified ads			Prepared date:	29-Jul-25		
Publication - From date:		8-Aug-2025	To date:	10-Aug-25		
Details of classified ads and publishing dates						
Sl.no.	Project name	Published in	Publication dates	Classified draft	Amount in Rs.	Bill in favour of
1	Ramky	Hindustan Times – Delhi	08-08-2025 to 10-08-2025	Fully furnished 24,000 sft, 400 seater office space for lease at Financial District, Hyderabad. Grade A building, Central AC, Grand Atrium. Agents welcome! Call: 93475 76914.	6237	Rajesh Khadakia
2	Ramky	Times of India – Delhi	08-08-2025 to 10-08-2025	Fully furnished 24,000 sft, 400 seater office space for lease at Financial District, Hyderabad. Grade A building, Central AC, Grand Atrium. Agents welcome! Call: 93475 76914.	15876	Rajesh Khadakia
4	Greens Towers	The Hindu – Chennai	08-08-2025 to 10-08-2025	For Lease. Begumpet main road, Hyderabad. Showroom Space 15,000 sft. Grade A building. Agents welcome! Call: 9347576914	7232	Rajesh Khadakia
	Total amount				**29345**	
	Note: Above amount Rs. 29,345/- to be loaded in Murali - Cash Card					

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29 JUL 2025
SOHAM MODI