Prepared by From period Sign UNJPL To period Debit to company Debit to project Description of expense Amount Bill enclosed enclosed Y N Y N Transfer to Happy card, Other: Transfer to personal a/c.	Na	me /	Weekly - Pett	y cash /expense car	d statement.				
Debit to company Debit to project Description of expense Amount Bill enclosed enclosed Y N Y N Y N Y N Y N Y N Y N Y N Y N Y N	Pre	enared by	MURAL' MOHAN	Statement date					
Debit to company Debit to project Description of expense Amount Bill enclosed Y N Y N Transfer to Happy card, Other:	Service		Y HUM.	Sign	Clause				
Debit to company Debit to project Description of expense Amount Bill enclosed Y N Y N Transfer to Happy card, Other: Transfer to expense card, Cash reimbursement, Transfer to personal a/c.	1	and the same of th		To period	Trujezi				
PETHAS MODI. Reachy Kowsen, Transfer to personal a/c.	SI.	Debit to company	Debit to project D		se	Amount		GST	bill
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Transfer to Happy card, Other: Transfer to expense card, Cash reimbursement, Transfer to personal a/c.	3.		up			1113	Y N	Y	N
Transfer to Happy card, Other: Transfer to Expense card, Cash reimbursement, Transfer to personal a/c.	4.						Y N	Y	N
Transfer to Happy card, Other: Transfer to Expense card, Cash reimbursement, Transfer to personal a/c.	5.						Y N	Y	N
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Total Transfer to Happy card, Other: Other: Transfer to expense card, Cash reimbursement, Transfer to personal a/c.							YN	Y	N
nount to be credited by Transfer to Happy card, Other: Other: Transfer to expense card, Cash reimbursement, Transfer to personal a/c.							Y N	Y	N
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Other: Cash reimbursement, Transfer to personal a/c.	0.	Total					Y N	Y	N
	mou	ant to be credited by	Other:	At 1	card, Cash reimbursement,	Transfer to pers	onal a/c.		
proved by: Div. Manager Accounts Manager MD		oved by:	Div. Manager	Accountant	Accounts Manager	MD			
proved by: Div. Manager Accounts Manager MD	gn:		No Samuel March	i					
Notes: 1. Scanned copy of this statement to be submitted by one every Friday 2pm. 2. Original vouchers to be attached to this statement and and to repositive account on the statement and and to repositive account on the	ite:								

Notes: 1. Scanned copy of this statement to be submitted by one 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 valenment 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 10.000/- per week.

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Company/Firm			
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