

Weekly - Petty cash /expense card statement.

Name	U. NARAYAN MOHAN	Statement date	6/2/25
Prepared by	U. NARAYAN	Sign	U. NARAYAN
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	METHA S MOO	Realty Kowam	UHF Brochures Promotion activity	1950	Y N	Y N
2.		UP			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				Y N	Y N

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:				

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 receipt 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

Project

Voucher No.

Account head

Paid to

Towards/description
of work

Location of work

Amount in Rs.

Amount in words

Mode of payment

Cheque/trf No.

Date

Bank

Prepared by

Approved by

Receiver's Name

Receiver's Signature

greenwood
HEIGHTS
Kowkur, Secunderabad.

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