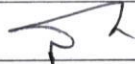


Weekly - Petty cash /expense card statement.

Name	Ch Ramesh		Statement date	Card No:4629 5254 2716 5716		
Prepared by	Ch Ramesh		Sign			
From period			To period			
Sl No	Debit company	to Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MAY FLOWER	PLATINUM	PURCHASE OF NJIP - 20 NOS.	2,800-00	☐ 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			2,800-00		
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:						
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

MAY FLOWER PLATINUM

Voucher No. _____

A/c. _____ Date : 07.02.2025

Paid to	SEL-RAD COURT	Rs.	Ps.
towards	PURCHASE OF NJSP - 20 Nrs.	2,800-00	
Rupees	TWO THOUSAND EIGHT HUNDRED ONLY. -		
Paid by	Cheque Cash	Cheque No. 	Dated Drawn on Bank
		2,800-00	

Prepared by

Approved by

Receiver's Signature

