

Weekly - Petty cash /expense card statement.

Name		J. Selva kumar.		Statement date		06/02/2025	
Prepared by		J. Selva kumar		Sign			
From period		06/02/2025		To period		06/02/2025	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GHT	GHT	Indian Bazar.			
2.			Local purchasing of Tea	1,095/-		
3.			flask for GHT site, kowkur			
4.						
5.	HVRD	HVRD	Indian Bazar.			
6.			Local purchasing of Tea cup,	4,430/-		
7.			Sawser, plastic tray, Dinner sets			
8.						
9.						
				5,525/-		

Amount to be credited by ☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.

Approved by: APPROVED
Div. Manager Accountant Accounts Manager MD

Sign: 06 FEB 2025

Date: MINISH PARICH

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

Dilpreet Tube Pvt Ltd.

Voucher No. _____

A/c. _____

Date: 06/09/2025

Paid to	Indian Bazar		
towards	Local purchasing of Tea cup & Souster set, plastic tray, Dinner spoon for Dilpreet site		
Rupees	Four thousand, Four hundred and Thirty Rupees only		
Paid by	Cheque	Cheque No. _____	
	Cash	_____	
		APPROVED	Dated _____
		_____	Drawn on Bank
Rs.	4,430/-		
P.s.	4,430/-		

Receiver's Signature



APPROVED BY
MANAGER PBO

Prepared by
Sadhana

Cell : 9885609010
8919605295

INDIAN BAZAR

CASH MEMO

4-1-91/19, Shop No. 4, EMR Complex, Opp. NTR Studio,
Bhawani Nagar, Nacharam, Hyderabad.

Date: 30/1/25

Tube Pvt Ltd

262

Tillprint

Rs. Amount

Rs.

RATE

QTY

12

2

12

12

12

12

12

12

12

12

12

12

DESCRIPTION OF GOODS

S.No.

Address

M/S

No.

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Requisition Form

Company Name	Dilpreet Tubes Pvt Ltd.			Date	22 Jan 2025
Site Or Phase	Hyderabad Vigyan District			Time	03:31:39
For Use In Flat/Villa/Other				Req.No.	20250122021
Material required before date					

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	COMP3588-Peripherals-USB drive---Nos.	1.00	580	0	1.00	694.00	
2	CONS6689-Consumables-Water Bottles--1 Ltr-Nos.	6.00	31.2	0	6.00	35.00	
3	CONS6394-Consumables-Tea Cup and Saucer-STD-Set of 12-Nos.	1.00		0	1.00	950.00	
4	CONS4324-Consumables-Plastic Tray--Misc-Nos.	2.00		0	2.00	200.00	
5	CONS9319-Consumables-Drinking Glass-Polycarbonate-Set of 12-Nos.	1.00		0	1.00	800.00	
6	CONS9822-Consumables-Serving Spoon-STD-Misc-Nos.	4.00		0	4.00	59.00	
7	CONS6917-Consumables-Dinner Spoon-STD-Set of 6-Nos.	1.00		0	1.00	130.00	

PO Num	Date	Type	Status
20250123016	23 Jan 2025	PO	Open PO
20250123017	23 Jan 2025	PO	Open PO

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Rajesh	Towards office use purpose	22 Jan 2025 03:31:39 pm
2	Const-Mgr	Subba Reddy S.V.	System Generated: This Requisition Has Been Approved	23 Jan 2025 01:33:07 pm

Oasis



Oasis
fine bone china

CR GOLDLINE COFFEE MUG 6PC (OSS)
1002632213
MRP ₹ 500.00
(Inclusive of all taxes)
Unit Sale Price ₹ 93.33 Per Number
Individual Price Not Meant for Retail Sale
MRP Packet Marked By Customer Care Address
Oasis Ceramics Pvt. Ltd.
100, V. C. Road, Kowloon, Hong Kong, P.R.C.
APRIL 2004 - 2005
CUSTOMER CARE & ENQUIRY NO. 03843-378024
Genetic Name: Ceramic Mug Set
Capacity: 150 ml
Net QTY: 6 N
Date & V. of Mfg: 15/03/04
VIA DIST. BHARUCH
SALES FOR OASIS CERAMICS.COM
packaging is provided of goods

Oasis
fine bone china



Festive Greetings

DINNER SET
28 PCS

DINNER SET
28 PCS



Pearl
DINNER SET



Festive Greetings

Dine with Ease...