Weekly - Petty cash /expense card statement.

Name	GV Research centers pvt ltd	Statement date	06.01.2025
Prepared by	S.Nagamani yadav	Sign	
From period	30.01.2025	To period	05.02.2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GVRC	Innopolis	This amount is paid to nagamani for weighment charges	3000/-	☐Y ☐N	☐Y ☐N
2.						
3.						
4.						
5.						
6.						
7.						
8.	Total		Total	3000/-		

Amount to be credited by	☐ Transfer to Hapay 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 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

CREDIT VOUCHER				
Company/Firm	GVRC			
Project	Innopolis			
Voucher no.				
Account head				
CREDIT to	Sri lakshmi narsimha weight bridge			
Towards/description of work	Towards weighment charges for RMC for 4500 column -3 and retaining wall.total			
Location of work				
Period	From:	30.01.2025	To:	05.02.2025
Amount in Rs.	3000/-			
Amount in words	Three thousand rupees only.			
Mode of payment	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	
S.Nagamani	T.Madhu			

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

Weekly - Petty cash /expense card statement.

Name	GV Research centers pvt ltd	Statement date	06.02.2025
Prepared by	S.Nagamani yadav	Sign	
From period	30.01.2025	To period	05.02.2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GVRC	Innopolis	This amount is paid to classic catering for supply of food	3000/-	☐Y ☐N	☐Y ☐N
2.						
3.						
4.						
5.						
6.						
7.						
8.	Total		Total	3000/-		

Amount to be credited by	☐ Transfer to Hapay 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 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

CREDIT VOUCHER					
Company/Firm	GVRC				
Project	Innopolis				
Voucher no.					
Account head					
CREDIT to	Classic caterings				
Towards/description of work	Towards providing meals to the creche children from 30.01.2025 to 05-02-2025				
Location of work					
Period	From:	30.01.2025	To:	05.02.2025	
Amount in Rs.	3000/-				
Amount in words	Three thousand rupees only.				
Mode of payment	Cheque/trf no.	Date	Bank		
Prepared by	Approved by	Receivers name	Receivers signature		
S.Nagamani	T.Madhu				

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.