Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	15-02-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	SV
From period	07-02-2025	To period	14-02-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMS 3663	AMS 3663	screen guard for TAB	450	☐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			450		

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:	SV			
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

DEBIT VOUCHER

AMTB ~~[illegible]~~ Medpalli square 3663 Put up

Voucher No. _____

A/c. _____ Date : 12/2/25

Paid to Sai Mobiles				Rs.	Ps.
towards Towards Tab Screen guard				450	-
				/	
Rupees Four Hundred fifty only					
Paid by Cheque / Cash	Cheque No.	Dated	Drawn on Bank	450	-

Prepared by

Approved by

Receiver's Signature