Weekly - Petty cash /expense card statement.

Name	D. Siva Shankar	Statement date	14/02/25
Prepared by	D. Siva Shankar	Sign	Sh
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	NRK	NRK	Food Allowance Surveyors	2230	☑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					

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:	APPROVED BY			
Date:	15 FEB 2025			

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

N.R.K.

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 011/02/25

		Rs.	Ps.
Paid to	BRK Sujith Pista House Restraunt		
towards	Site visit at NRK along with Surveyors. Food Expenses. (Date : 01/02/25) for Mr. Jayeel and Mr. Parthiban.	2,230/-	
Rupees	Two thousand and two thirty rupees.		
Paid by Cheque / Cash	Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	2,230/-	

Prepared by

APPROVED BY
11 FEB 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

12.12.12

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 01/10/12

		Rs.	Ps.
Paid to	Pista House Restaurant		
towards	Site visit at NKL along with Engineers. Food Expenses. (Date: 01/10/12) for Mr. Javed and Mr. Pepthalan.	2,230/-	
Rupees	Two thousand and two thirty rupees.		
Paid by Cash / Cheque	Cheque No. ____ Dated ____ Drawn on Bank ____	2,230/-	

Prepared by

Approved by

Receiver's Signature

Pista House (Restaurant - Aliabad)

SURVEY NO. 527/P, ALIABAD VILLAGE, SHAMEERPET MANDAL, Hyderabad, Medchal Malkajgiri, Telangana, 5014[illegible]1

GSTIN: 36AAKFL4044K1ZB

Name:

Date: 0[illegible]02/25 16:04 **Dine In: G-5**

Cashier: Meezan Bill No.: 69333

Token No.: 250, 282, 284, 292

Item	Qty.	Price	Amount
Zafrani Chicken Biryani ([illegible])	2	487.00	974.00
Zafrani Veg Biryani(spl)	1	420.00	420.00
Rich Chocolate(scoops)	1	100.00	100.00
Butter Scoth(scoops)	1	100.00	100.00
Apricot Delight	2	168.00	336.00
Double K[illegible]	1	156.00	156.00
Water Bottle ([illegible])	2	20.00	40.00

Total Qty: 10	Sub Total	2126.00
	SGST 2.5%	52.15
	CGST 2.5%	52.15
	Round off	-0.30
	Grand Total ₹	**2230.00**

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