

Weekly - Petty cash /expense card statement.

Name		D. Shree Shewar		Statement date		14/02/25	
Prepared by		D. Shree Shewar		Sign		[Signature]	
From period				To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	DILPREET	TWES PVT LTD	Rest & Co. Bikaner- 4286	350	☒ ON	☒ ON
2.					☐ ON	☐ ON
3.					☐ ON	☐ ON
4.					☐ ON	☐ ON
5.					☐ ON	☐ ON
6.					☐ ON	☐ ON
7.					☐ ON	☐ ON
8.					☐ ON	☐ ON
9.					☐ ON	☐ ON
10.					☐ ON	☐ ON
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:	[Signature]			
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 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

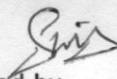
DEBIT VOUCHER

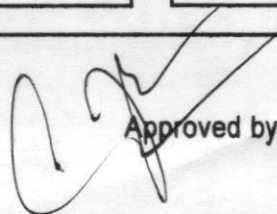
DILPREET TUBES
PVT. LTD.

Voucher No. _____

A/c. _____ Date : 13/02/21

Paid to	Ratan & Co.			Rs.	Ps.
towards	Purchasing of Rubber Stamp			350	00
	Bill no. 4286			}	
Rupees	Three Hundred fifty only				
Paid by	Cheque No.	Dated	Drawn on Bank		
<u>Cash</u> ✓				350	00

Prepared by 

Approved by 

Receiver's Signature

Prepared by

[Signature]

Approved by

[Signature]

Receiver's signature

[Signature]

Paid by	Cash				300	00
	Cheque	Cheque No.	Dated	Drawn on Bank		
To the order of					300	00
for						
by						
for						
Paid to					Rs	Ps

No.

Date

11/05/08

Debit No.

DEBIT VOUCHER

PAID 517
DIT 050508 10000

CASH MEMO

RAJA & CO.,

RUBBER STAMP MAKERS

7-2-658/1, Rashtrapathi Road,

SECUNDÉRABAD - 500 003.

Ph : 27704625, Cell : 9032008269, SMS/Whats App : 9032008263

E-mail : rajastamps@hotmail.com

M/s. PREST

Tubes RV7 C7 D

No. 4286

Date: 12/02/24

Si.
No.

PARTICULARS

AMOUNT	
Rs.	Ps.

1. Select Internal only
1 ms

380 05

**TOTAL**

250	60
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As per Specimen Attached

For RAJA & CO.

