Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	20-02-2025
Prepared by	N.Sai Shivani	Sign	
From period	12-02-2025	To period	19-02-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SJK	DP24	Towards transportation charges paid for the Rapido for bringing of cutting samples.	325/-		
2.						☐Y ☐N
3					☐Y ☐N	☐Y ☐N
4					☐Y ☐N	☐Y ☐N
5					☐Y ☐N	☐Y ☐N
6					☐Y ☐N	☐Y ☐N
7	Total					
Amount to be credited by				325/-		

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign				
Date:	20-02-2025			

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

DEBIT VOUCHER			
Company/Firm	SJK		
Project	DP24		
Voucher no.	1		
Account head	Raghunadha Murthy		
Paid to	Rapido		
Towards/description of work	Towards transportation charges paid for the Rapido for bringing of cutting samples .		
Location of work			
Period	13-02-2025		19-02-2025
Amount in Rs.	325/-		
	Three hundred twenty five rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

Transaction Successful
12:22 pm on 18 Feb 2025

aid to

JEEVAN RAO ₹3
+919533737233

anking Na... : Jeevan Rao

Transfer Details

ransaction ID
2502181222483382727078

ebited from

XXXXX1800026088 ₹3
UTR: 815044789425

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