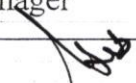


Weekly - Petty cash /expense card statement.

Name		Ch Ramesh		Statement date		Card No:4629 5254 2716 5716	
Prepared by		Ch Ramesh		Sign			
From period				To period			
Sl No	Debit company	to	Debit to project	Description of expense		Amount	Bill enclosed
1.	Biopolis		Biopolis	Stauppapers Purchased 6 Nos irrigation 1 Band		840	☐ Y ☐ N
2.				Salem			☐ Y ☐ N
3.							☐ Y ☐ N
4.							☐ Y ☐ N
5.							☐ Y ☐ N
6.							☐ Y ☐ N
7.							☐ Y ☐ N
8.							☐ Y ☐ N
9.							☐ Y ☐ N
10.							☐ Y ☐ N
11.	Total					840	
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:							
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 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

Biopolis group

Voucher No. _____

Date : 2/2/25

A/c. _____

				Rs.	Ps.
Paid to Sec'ry car				840	
towards Purchase of Stamp Papers GND (Sitarani)					
Irrigation Indemnity Bond papers					
Rupees Eight Hundred forty only				1	
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
Cash					840 -

Prepared by

[Signature]

Approved by

Receiver's Signature

[Signature]