

**Weekly - Petty cash /expense card statement.**

|             |  |            |  |                |  |            |  |
|-------------|--|------------|--|----------------|--|------------|--|
| Name        |  | G.Rajesh   |  | Statement date |  | 06-02-2025 |  |
| Prepared by |  | G.Rajesh   |  | Sign           |  |            |  |
| From period |  | 24.01.2025 |  | To period      |  | 06.02.2025 |  |

  

| Sl.No | Debit | Debit to project | Description of expense                     | Amount  | Bill enclosed                                         | GST bill                                              |
|-------|-------|------------------|--------------------------------------------|---------|-------------------------------------------------------|-------------------------------------------------------|
| 1.    | HVRD  | HVRD             | Towards Drinking water can work purpose    | 200/- ✓ | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 2.    | HVRD  | HVRD             | Towards Long register site office purpose. | 290/- ✓ | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 3.    | HVRD  | HVRD             | Towards Pawan Electrical site work purpose | 480/- ✓ | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 4.    | HVRD  | HVRD             | Towards Site refreshment work purpose      | 90/- ✓  | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 5.    | HVRD  | HVRD             |                                            |         | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 6.    |       |                  |                                            |         | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 7.    |       |                  |                                            |         | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 8.    |       |                  |                                            |         | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 9.    |       |                  |                                            | 1,060/- |                                                       | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 10.   | Total |                  |                                            |         |                                                       | <input type="checkbox"/> Y <input type="checkbox"/> N |

  

|                           |                                                                                                                                                                                                      |            |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Amount to be credited by: | <input type="checkbox"/> Transfer to Haapay card, <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c. | MDAccount  |
| Approved by:              | Div. Manager                                                                                                                                                                                         | Accountant |
| Sign                      |                                                                                                                     |            |
| Date:                     | 06/02/2025                                                                                                                                                                                           |            |

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 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. M33 s approval is required for expenses of over 10,000/- per week.

# DEBIT VOUCHER

|                             |                                                                                    |                |                     |
|-----------------------------|------------------------------------------------------------------------------------|----------------|---------------------|
| Company/Firm                | DTPL                                                                               |                |                     |
| Project                     | HVRD                                                                               |                |                     |
| Voucher no.                 |                                                                                    |                |                     |
| Account head                | G.Rajesh                                                                           |                |                     |
| Paid to                     | Person                                                                             |                |                     |
| Towards/description of work | Towards Site refreshment work purpose                                              |                |                     |
| Location of work            | HVRD                                                                               |                |                     |
| Amount in Rs.               | 90/-                                                                               |                |                     |
| Amount in words             | ninety rupees only.                                                                |                |                     |
| Mode of payment             | Cheque/trf no.                                                                     | Date           | Bank                |
|                             | Cash                                                                               | 06-02-2024     |                     |
| Prepared by                 | Approved by                                                                        | Receivers name | Receivers signature |
|                             |  |                |                     |

# DEBIT VOUCHER

|                             |                                                                                    |                |                     |
|-----------------------------|------------------------------------------------------------------------------------|----------------|---------------------|
| Company/Firm                | DTPL                                                                               |                |                     |
| Project                     | HVRD                                                                               |                |                     |
| Voucher no.                 |                                                                                    |                |                     |
| Account head                | G.Rajesh                                                                           |                |                     |
| Paid to                     | Person                                                                             |                |                     |
| Towards/description of work | Towards Drinking water can work purpose                                            |                |                     |
| Location of work            | May flower platinum welfare association                                            |                |                     |
| Amount in Rs.               | 200/-                                                                              |                |                     |
| Amount in words             | Two Hundreded rupees only.                                                         |                |                     |
| Mode of payment             | Cheque/trf no.                                                                     | Date           | Bank                |
|                             | Cash                                                                               | 06-02-2024     |                     |
| Prepared by                 | Approved by                                                                        | Receivers name | Receivers signature |
|                             |  |                |                     |

# DEBIT VOUCHER

|                             |                                                                                    |                |                     |
|-----------------------------|------------------------------------------------------------------------------------|----------------|---------------------|
| Company/Firm                | DTPL                                                                               |                |                     |
| Project                     | HVRD                                                                               |                |                     |
| Voucher no.                 |                                                                                    |                |                     |
| Account head                | G.Rajesh                                                                           |                |                     |
| Paid to                     | Person                                                                             |                |                     |
| Towards/description of work | Towards Long register site office purpose.                                         |                |                     |
| Location of work            | HVRD                                                                               |                |                     |
| Amount in Rs.               | 290/-                                                                              |                |                     |
| Amount in words             | Two ninety rupees only.                                                            |                |                     |
| Mode of payment             | Cheque/trf no.                                                                     | Date           | Bank                |
|                             | Cash                                                                               | 06-02-2024     |                     |
| Prepared by                 | Approved by                                                                        | Receivers name | Receivers signature |
|                             |  |                |                     |

# DEBIT VOUCHER

|                             |                                                     |                |                     |
|-----------------------------|-----------------------------------------------------|----------------|---------------------|
| Company/Firm                | DTPL                                                |                |                     |
| Project                     | HVRD                                                |                |                     |
| Voucher no.                 |                                                     |                |                     |
| Account head                | G.Rajesh                                            |                |                     |
| Paid to                     | Person                                              |                |                     |
| Towards/description of work | Towards Pawan Electrical site plumbing work purpose |                |                     |
| Location of work            | HVRD                                                |                |                     |
| Amount in Rs.               | 480/-                                               |                |                     |
| Amount in words             | Four Hundred Eighty rupees only.                    |                |                     |
| Mode of payment             | Cheque/trf no.                                      | Date           | Bank                |
|                             | Cash                                                | 06-02-2024     |                     |
| Prepared by                 | Approved by                                         | Receivers name | Receivers signature |
|                             |                                                     |                |                     |

# DEBIT VOUCHER

|                             |                                                                                    |                |                     |
|-----------------------------|------------------------------------------------------------------------------------|----------------|---------------------|
| Company/Firm                | DTPL                                                                               |                |                     |
| Project                     | HV RD                                                                              |                |                     |
| Voucher no.                 |                                                                                    |                |                     |
| Account head                | G. Rajesh                                                                          |                |                     |
| Paid to                     | Person                                                                             |                |                     |
| Towards/description of work | Towards Water connection site office bathroom work purpose.                        |                |                     |
| Location of work            | HV RD                                                                              |                |                     |
| Amount in Rs.               | 750/-                                                                              |                |                     |
| Amount in words             | Seven hundred fifty rupees only.                                                   |                |                     |
| Mode of payment             | Cheque/trf no.                                                                     | Date           | Bank                |
|                             | Cash                                                                               | 06-02-2025     |                     |
| Prepared by                 | Approved by                                                                        | Receivers name | Receivers signature |
|                             |  |                |                     |

10/02/2025

# DEBIT VOUCHER

|                             |                                                                                    |                |                     |
|-----------------------------|------------------------------------------------------------------------------------|----------------|---------------------|
| Company/Firm                |                                                                                    | DTPL           |                     |
| Project                     | HVRD                                                                               |                |                     |
| Voucher no.                 |                                                                                    |                |                     |
| Account head                | G.Rajesh                                                                           |                |                     |
| Paid to                     | P.Raju welder                                                                      |                |                     |
| Towards/description of work | Towards Garden pipe removed work purpose.                                          |                |                     |
| Location of work            | HVRD                                                                               |                |                     |
| Amount in Rs.               | 3,000/-                                                                            |                |                     |
| Amount in words             | Three thousand rupees only.                                                        |                |                     |
| Mode of payment             | Cheque/trf no.                                                                     | Date           | Bank                |
|                             | Cash                                                                               | 07-02-2025     |                     |
| Prepared by                 | Approved by                                                                        | Receivers name | Receivers signature |
|                             |  |                |                     |