## Weekly - Petty cash /expense card statement.

Sign  To period  06.02.2025  Amount Bill enclosed 200- V Y N Site office purpose  cal site work purpose  ent work purpose  1.060- V Y N Y N Y N Y N Y N Y N N Y N N N N N	Date: 06 02 wis	Sign:	Approved by: Div. Manager	Amount to be Transfer to Haapay c credited by Other:	10. Total	9.	000	7.	6.	5. HVRD HVRD	HVRD HVRD	3. HVRD HVRD Towards Pawards	2. HVRD HVRD Towards Long	1. HVRD HVRD Towards Drinl	SI.No Debit Debit to Description of expense	From period 24.01.2025	Prepared by G,Rajesh	O ivajesti
ZZZZZZZ			Accountant	rd, ☐ Transfer to expense card, ☐ Cash rein							efreshment work purpose	n Electrical site work purpose	register site office purpose.	ing water can work purpose	expense		Sign	State-Helit date
ZZZZZZZ				nbursement,   Transfer to person		1,060 /-					\	1	-	7				
				nal a/c.		N Y	z	Z			Z	z	Z		Bill GST bill enclosed			

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

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

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	DEBIT V	DEBIT VOUCHER	
Company/Firm	DTPL		
Project	HVRD		
Voucher no.			
Account head	G.Rajesh		
Paid to	Person		
Towards/description	Towards Drinking water can work purpose	ater can work purpose	
of work			
Location of work	May flower platinum welfare association	welfare association	
Amount in Rs.	200/-		
Amount in words	Two Hundreed rupees only.	s only.	
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	06-02-2024	
Prepared by	Approved by	Receivers name	Receivers signature
	18		

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

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Company/Firm  Project  Voucher no.  Account head  Paid to	DEBIT V DTPL HVRD G.Rajesh Person	DEBIT VOUCHER	
Towards/description	Towards Pawan Flec	Towards Pawan Electrical site plumbing work purpose	k nurnose
of work			To Property
Location of work	HVRD		
Amount in Rs.	480/-		
Amount in words	Four Hundreed Eighty rupees only.	ty rupees only.	
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	06-02-2024	
Prepared by	Approved by	Receivers name	Receivers signature
	18		

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

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