Weekly - Petty cash /expense card statement.

Ch Ramesh		Statement date	Card No:462	29 5254 2716 5716			
d by Ch Ramesh		Sign	57				
From period			To period				2
Debit compar	to	Debit to project D	escription of exp	ense	Amount	Bill enclosed	GST bill
Exter	T	CITY 6	ept-Post 1	esal notice to later	108	□Y □N	□Y □N
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Total				108			
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		/. Manager	Accountant	Accounts Manager	MD		
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	Total t to by ed by:	Total t to be by ed by: Debit to company	Total t to be Transfer to expense card, I by ed by:	Total to be Transfer to expense card, Cash reimburse by ed by: Div. Manager Accountant Cash reimburse by Cash reimburse Cash r	Total to be Transfer to expense card, Cash reimbursement, Transfer to personal a/c. by ed by: Debit to Debit to project Description of expense Description of e	Total To be Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other: Debit to be Div. Manager Accountant Accounts Manager MD	date Sign To period Debit to project Company Control legal notice to latest Or on or one of the latest Or

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

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Rupees Che (thanks)	ept on			
Paid by Cheque Cheque Cash	ue No. Dated	Drawn on Bank	108	
Prepared by	Approved by	Receiver's Sign	ature	

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COUNTER No.4,21/02/7025.11:49
To:SHO JAWAHAR MAGAR PS..
PIN:500047, Malkajniri S.R
From:MENTA & MOD..
M1:339ms Ack Fee:3.00.RFR=17.0
Ami:33.40,PS:2.00Tax:5.40,Ami.Paid:33.00(Cach)
(Track on www.indiagnsi.gnv.in)

GHT

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