Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	28-02-2025
Prepared by	N.Sai Shivani	Sign	
From period	20-02-2025	To period	26-02-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK -LLP	GHT	Towards purchase of Drinking water for the month of February for sales office and labour purpose.	3,450/-		□Y □N
2.					□Y □N	□Y □N
3.					□Y □N	□Y □N
4.					□Y □N	□Y □N
5.					□Y □N	□Y □N
6.					□Y □N	□Y □N
7.					□Y □N	□Y □N
8.						
9.	Total			3,450/-		

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign				
Date:	28-02-2025			

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	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	M.R.S drinking water suppliers.		
Towards/description of work	Towards purchase of Drinking water for the month of February for sales office and labour purpose.		
Location of work	Kowkoor		
Period	20-02-2025		26-02-2025
Amount in Rs.	3,450/-		
	Three thousand and four hundred fifty 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.

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MASTAN BABA DARGA

M.R.S.

DRINKING WAER SUPPLIERS
KOWKOOR
Cell : 9618066459, 9949860153

Supp

Customer Name: M.R.S drinking water

Phone: 8309449063 | Month: february

	Date	No. of full Bottles	No. of Empty Bottles	Stock With Customer	Customer Signature
1	01-02-25	06	-	-	Suraj
2	02-02-25	06	-	-	Suraj
3	03-02-25	05	-	-	Suraj
4	04-02-25	05	-	-	Suraj
5	05/02/25	03	-	-	Suraj
6	06/02/25	03	-	-	Suraj
7	07/02/25	04	-	-	Suraj
8	08/02/25	04	-	-	Suraj
9	09/02/25	04	-	-	Suraj
10	10/02/25	04	-	-	Suraj
11	11/02/25	04	-	-	Suraj
12	12/02/25	03	-	-	Suraj
13	13/02/25	04	-	-	Suraj

	Date	No. of full Bottles	No. of Empty Bottles	Stock With Customer	Customer Signature
14	14/02/25	04	-	-	Suraj
15	15/02/25	04	-	-	Suraj
16	16/02/25	04	-	-	Suraj
17	17/2/25	04	-		Suraj
18	18/2/25	03	-	-	Mishra
19	19/2/25	04	-	-	Mishra
20	20/2/25	04			Mishra
21	21/2/25	03	-	-	Mishra
22	22/2/25	04	-	-	Mishra
23	—	—	—	—	—
24	24/2/25	04	-	-	Mishra
25	25/2/25	06.	-	-	Mishra
26	26/2/25	06	—	-	PAPU
27	27/2/24	06	-	-	PAPU
28	28/2/24	04	-	-	PAPUN
29					
30					
31					

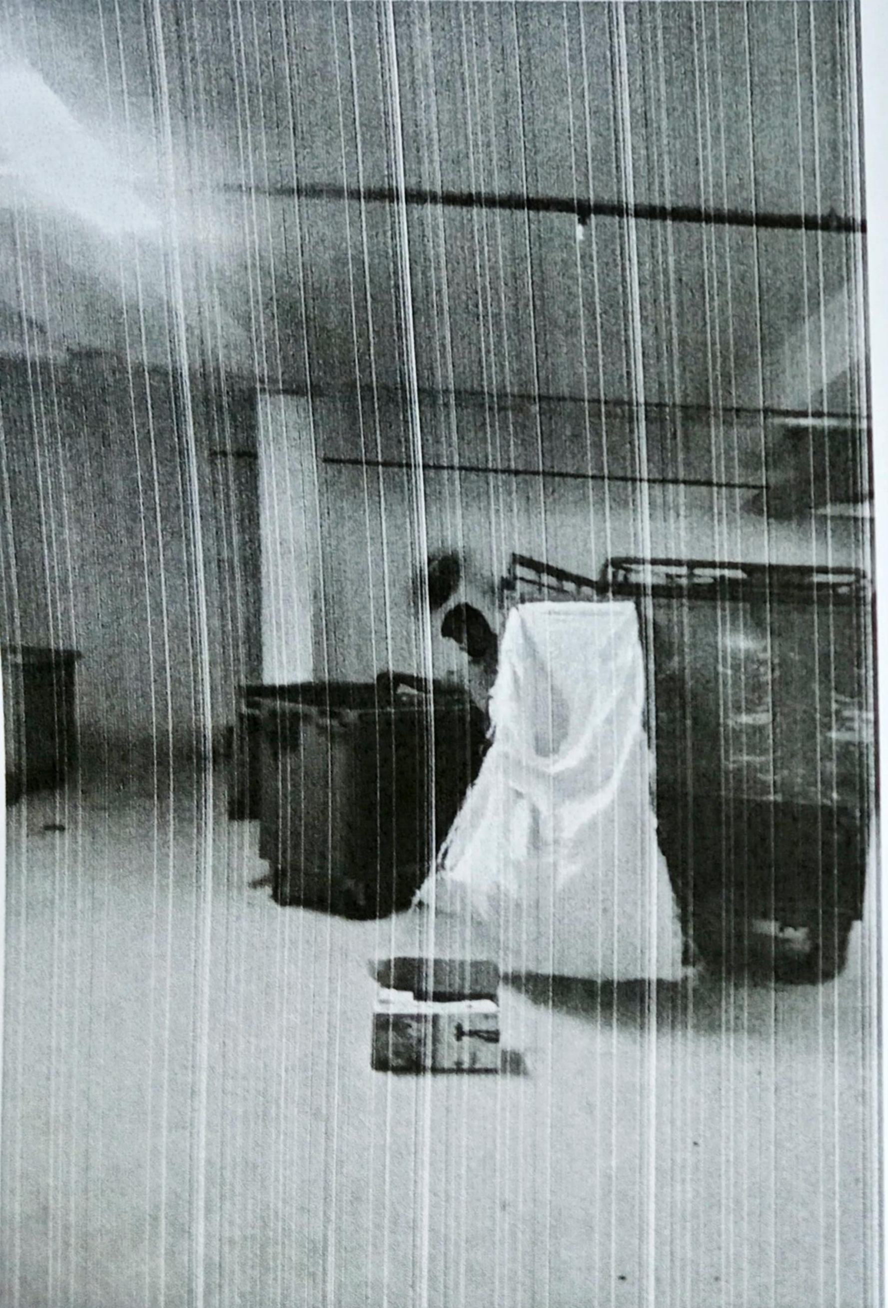
TOTAL CANS 111 TOTAL Rs. 3,750/-

~~5 can Bottle~~

~~6...~~

DEBIT VOUCHER					
Company/Firm	Greenwood welfare Association				
Project	GWA				
Voucher no.					
Account head	Nagamalleswar				
Paid to	Anji				
Towards/description of work	Towards Garbage removing purpose for the month of February .				
Location of work	Kowkoor				
Period		20-02-2025			26-02-2025
Amount in Rs.	3,500/-				
	Three Thousand and five hundred 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.

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