

CREDIT VOUCHER			
Company/Firm	GVRC		
Project	Innopolis		
Voucher no.			
Account head			
CREDIT to	Ganesh electricals		
Towards/description of work	Towards purchase of CPVC ball valve 3/4" Norton cutt of Wheel 4" Cotton roller for site use purpose with inward of 16425		
Location of work			
Period	From:	20.02.2025	To: 26.02.2025
Amount in Rs.	6407/-		
Amount in words	Six thousand four hundred and seven rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Nagamani	T.Madhu		

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.

Weekly - Petty cash /expense card statement.

Name	GV Research centers pvt ltd	Statement date	28.02.2025			
Prepared by	S.Nagamani yadav	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.	GVRC	Innopolis	This amount is paid to Towards purchase of CPVC ball valve 3/4” Norton cutt of Wheel 4” Cotton roller for site use purpose with inward of 16425	6407/-	☐ Y ☐ N	☐ Y ☐ N
2.						
3.						
4.						
5.						
6.						
7.						
8.	Total			Total	6407/-	
Amount to be credited by		☐ Transfer to Hapay card, ☐ 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

Weekly - Petty cash /expense card statement.

CREDIT VOUCHER			
Company/Firm	GVRC		
Project	Innopolis		
Voucher no.			
Account head			
CREDIT to	T.Madhu		
Towards/description of work	Towards dcm charges for DG shifting from ght to gvrc		
Location of work			
Period	From:	20.02.2025	To: 26.02.2025
Amount in Rs.	6500/-		
Amount in words	Six thousand five hundred and seven rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Nagamani	T.Madhu		

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.

Weekly - Petty cash /expense card statement.

Name	GV Research centers pvt ltd	Statement date	28.02.2025			
Prepared by	S.Nagamani yadav	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.	GVRC	Innopolis	This amount is paid to T.Madhu for dcm charges for DG from GHT to gvrc	6500/-	☐ Y ☐ N	☐ Y ☐ N
2.						
3.						
4.						
5.						
6.						
7.						
8.	Total		Total	6500/-		
Amount to be credited by	☐ Transfer to Hapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:					
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		
Sign:						
Date:						

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Weekly - Petty cash /expense card statement.

CREDIT VOUCHER			
Company/Firm	GVRC		
Project	Innopolis		
Voucher no.			
Account head			
CREDIT to	T.Madhu		
Towards/description of work	Towards dcm charges for Scrap shifting to gvrc to MHPL GV		
Location of work			
Period	From:	20.02.2025	To: 26.02.2025
Amount in Rs.	6500/-		
Amount in words	Six thousand five hundred rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Nagamani	T.Madhu		

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Weekly - Petty cash /expense card statement.

Name	GV Research centers pvt ltd	Statement date	28.02.2025			
Prepared by	S.Nagamani yadav	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.	GVRC	Innopolis	This amount is paid to T.Madhu for dcm charges for SCrap sending from gvrc to MHPL	6500/-	☐ Y ☐ N	☐ Y ☐ N
2.						
3.						
4.						
5.						
6.						
7.						
8.	Total		Total	6500/-		
Amount to be credited by		☐ Transfer to Hapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:				
Approved by:		Div. Manager	Accountant	Accounts Manager	MD	
Sign:						
Date:						

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Weekly - Petty cash /expense card statement.

CREDIT VOUCHER			
Company/Firm	GVRC		
Project	Innopolis		
Voucher no.			
Account head			
CREDIT to	T.Madhu		
Towards/description of work	Towards Core cutting holes charges for 2727 wash room purpose		
Location of work			
Period	From:	20.02.2025	To: 26.02.2025
Amount in Rs.	3500/-		
Amount in words	Three thousand five hundred rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Nagamani	T.Madhu		

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.

Weekly - Petty cash /expense card statement.

Name	GV Research centers pvt ltd	Statement date	28.02.2025			
Prepared by	S.Nagamani yadav	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.	GVRC	Innopolis	This amount is paid to T.Madhu for Core cutting charges for 2727 purpose	3500/-	☐ Y ☐ N	☐ Y ☐ N
2.						
3.						
4.						
5.						
6.						
7.						
8.	Total		Total	3500/-		
Amount to be credited by		☐ Transfer to Hapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:				
Approved by:		Div. Manager	Accountant	Accounts Manager	MD	
Sign:						
Date:						

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Weekly - Petty cash /expense card statement.

CREDIT VOUCHER			
Company/Firm	GVRC		
Project	Innopolis		
Voucher no.			
Account head			
CREDIT to	T.Madhu		
Towards/description of work	Towards RMC weighment charges for 4500 column -3 purpose		
Location of work			
Period	From:	20.02.2025	To: 26.02.2025
Amount in Rs.	3000/-		
Amount in words	Three thousand rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Nagamani	T.Madhu		

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.

Weekly - Petty cash /expense card statement.

Name	GV Research centers pvt ltd	Statement date	28.02.2025			
Prepared by	S.Nagamani yadav	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.	GVRC	Innopolis	This amount is paid to T.Madhu for RMC weighment charges	3000/-	☐ Y ☐ N	☐ Y ☐ N
2.						
3.						
4.						
5.						
6.						
7.						
8.	Total		Total	3000/-		
Amount to be credited by		☐ Transfer to Hapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:				
Approved by:		Div. Manager	Accountant	Accounts Manager	MD	
Sign:						
Date:						

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Weekly - Petty cash /expense card statement.

CREDIT VOUCHER			
Company/Firm	GVRC		
Project	Innopolis		
Voucher no.			
Account head			
CREDIT to	Classic catering		
Towards/description of work	Towards providing meals to the creche children from 20.02.2025 to 26.02.2025		
Location of work			
Period	From:	20.02.2025	To: 26.02.2025
Amount in Rs.	3000/-		
Amount in words	Three thousand rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
S.Nagamani	T.Madhu		

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Weekly - Petty cash /expense card statement.

Name	GV Research centers pvt ltd	Statement date	28.02.2025			
Prepared by	S.Nagamani yadav	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.	GVRC	Innopolis	This amount is paid to classic catering for providing meals to the creche children	3000/-	☐ Y ☐ N	☐ Y ☐ N
2.						
3.						
4.						
5.						
6.						
7.						
8.	Total		Total	3000/-		

Amount to be credited by	☐ Transfer to Hapay card, ☐ 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

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