

CREDIT VOUCHER			
Company/Firm	GVRC		
Project	Innopolis		
Voucher no.			
Account head			
CREDIT to	V.Raesh reddy		
Towards/description of work	Towards transportation charges for site visits Gv site and GHT		
Location of work			
Period	From:	20.02.2025	To: 26.02.2025
Amount in Rs.	2040/-		
Amount in words	Two thousand and forty rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
V.Ramesh reddy	V.Ramesh reddy		

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	13.02.2025				
Prepared by	V.Akhil murthy	Sign					
From period	06.02.2025	To period	12.02.2025				
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	GVRC	Innopolis	This amount is paid to v ramesh reddy for transportaion charges	2040/-	☐ Y ☐ N	☐ Y ☐ N	
2.							
3.							
4.							
5.							
6.							
7.							
8.	Total		Total	2040/-			
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:V.Ramesh reddy							
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.