Weekly - Petty cash /expense card statement.

Date	Sign:	Approved by:	Amount credited by	10.	9.	œ	7.	6.	5.	4.	Ċ.	2.		SI.No	From period	Prepared by	Name
		ed by:	t to	Total				HVRD	HVRD	HVRD	HVRD	HVRD	HVRD	Debit	eriod	d by	
			þe					ΛΗ	ΛH	Ή	Ή	H	H	De	07.02.2025	Sobha	Sobha
	282	Div. Manager	☐ Transf☐ Other:					HVRD	HVRD	HVRD	HVRD	HVRD	HVRD	Debit to project	2025	Sobhan Babu	Sobhan Babu
52	S	anager	sfer to l						Towa	Towa	Towa	Towa	Towa				
×	Lalvors		Jaapay						ards Ele	ırds Site	ırds plur	ırds Exc	ırds Dri	Description of expense			
	٨		card,						etrical	refresh	nbing n	avation	ıking w	of expen			
		Accountant	Transfe						departn	ment wo	aterial	Towards Excavation person Cash handover Ho, petrol purpose.	Towards Drinking water can Site office purpose	se	To period	Sign	State
		tant	r to expe	D Towards plumbing material site work purpose D Towards Site refreshment work purpose D Towards Electrical departmen person for site fuse work purpose D Towards Transfer to Electrical departmen person for site fuse work purpose Transfer to Haapay card, Transfer to Expense card, Cash reimbursement, Transfer to personal a/c	Cash har	Site offi		riod		Statement date 03-03-2023							
			nse car						son for	ose	purpos	ndover l	ce pur		27.		te 03-
			d, C						site fus		še	Ho, petr	ose		27.02.2025		03-202
			ash rein						e work			ol purp					
			nbursen						purpos			ose.					
			ient, 🗆						se								
			Transfe		1,4				50	90/-	43	20	34	Aı			
			to pers		1,560 /-				500/- /	-	430/- /	200/- r	340/- /	Amount			
			onal a/c			7	Y	Y	Y	Y	N N	Z	Z	Bill enclosed			
					9	N N	Z	Z	Y	Z							
					Y	Z	Z	Z	Z	Z	N N	Z	Y	GST bill			
_			MDccount:														
			ount														

Notes: I. 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.

	DEBIT	DEBIT VOUCHER	
Company/Firm	DTPL		
Project	HVRD		
Voucher no.			
Account head	G.Rajesh		
Paid to			
Towards/description	Towards Electrical do	Towards Electrical departmen person for site fuse work	tuse work
of work	purpose		
Location of work	HVRD		
Amount in Rs.	500/-		
Amount in words	Five hundred rupees only.	only.	-
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	03-03-2025	
Prepared by	Approved by	Receivers name	Receivers signature
	72		

	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 hundred rupees only.	200/-	HVRD		Towards Excavation person Cash handover	P.Raju welder	G.Rajesh		HVRD	DTPL	DEBIT V
	Receivers name	03-03-2025	Date	only.	•			-						DEBIT VOUCHER
	Receivers signature		Bank					Ho, petrol purpose.						

	Prepared by A		Mode of payment C	Amount in words N		Location of work H	of work	Towards/description T	Paid to	Account head G	Voucher no.	Project H	Company/Firm	
180	Approved by	Cash	Cheque/trf no.	Ninghty rupees only.	90/-	HVRD		Towards Site refreshment work purpose		G.Rajesh		HVRD	DTPL	DEBIT
	Receivers name	03-03-2025	Date					nent work purpose	•					DEBIT VOUCHER
	Receivers signature		Bank	2										

	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.	Three hundred fourty rupees only.	340/-	HVRD		Towards Drinking wa	P.Raju welder	G.Rajesh		HVRD	DTPL	DEBIT
	Receivers name	03-03-2025	Date	rupees only.				Towards Drinking water can Site office purp						DEBIT VOUCHER
	Receivers signature		Bank	•				pose						