

Weekly - Petty cash /expense card statement.

Name		Sobhan Babu		Statement date		03-03-2025	
Prepared by		Sobhan Babu		Sign			
From period		07.02.2025		To period		27.02.2025	
Sl.No	Debit	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	HVRD	HVRD	Towards Drinking water can Site office purpose	340/- ✓	☐ Y ☐ N	☐ Y ☐ N	
2.	HVRD	HVRD	Towards Excavation person Cash handover Ho, petrol purpose.	200/- ✓	☐ Y ☐ N	☐ Y ☐ N	
3.	HVRD	HVRD	Towards plumbing material site work purpose	430/- ✓	☐ Y ☐ N	☐ Y ☐ N	
4.	HVRD	HVRD	Towards Site refreshment work purpose	90/- ✓	☐ Y ☐ N	☐ Y ☐ N	
5.	HVRD	HVRD	Towards Electrical departmen person for site fuse work purpose	500/- ✓	☐ Y ☐ N	☐ Y ☐ N	
6.	HVRD	HVRD			☐ Y ☐ N	☐ Y ☐ N	
7.					☐ Y ☐ N	☐ Y ☐ N	
8.					☐ Y ☐ N	☐ Y ☐ N	
9.				1,560 /-		☐ Y ☐ N	
10.	Total						

Amount to be credited by

Approved by: Div. Manager Accountant

Sign: 

Date:

☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.

MDAccount:

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. M33 s approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

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

DEBIT VOUCHER

Company/Firm	DTPL		
Project	HVRD		
Voucher no.			
Account head	G.Rajesh		
Paid to	P.Raju welder		
Towards/description of work	Towards Excavation person Cash handover Ho, petrol purpose.		
Location of work	HVRD		
Amount in Rs.	200/-		
Amount in words	Two hundred rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	03-03-2025	
Prepared by	Approved by	Receivers name	Receivers signature
			

DEBIT VOUCHER

Company/Firm	DTPPL		
Project	HVVRD		
Voucher no.			
Account head	G.Rajesh		
Paid to	Towards Site refreshment work purpose		
Towards/description of work			
Location of work	HVVRD		
Amount in Rs.	90/-		
Amount in words	Ninety rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	03-03-2025	
Prepared by	Approved by	Receivers name	Receivers signature
			

DEBIT VOUCHER

Company/Firm	DTPL		
Project	HVRD		
Voucher no.			
Account head	G.Rajesh		
Paid to	P.Raju welder		
Towards/description of work	Towards plumbing material site work purpose		
Location of work	HVRD		
Amount in Rs.	430/-		
Amount in words	Four hundred threety rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	03-03-2025	
Prepared by	Approved by	Receivers name	Receivers signature
			

DEBIT VOUCHER

Company/Firm	DTPL		
Project	HVRD		
Voucher no.			
Account head	G.Rajesh		
Paid to	P.Raju welder		
Towards/description of work	Towards Drinking water can Site office purpose		
Location of work	HVRD		
Amount in Rs.	340/-		
Amount in words	Three hundred fourty rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	03-03-2025	
Prepared by	Approved by	Receivers name	Receivers signature
			