

Weekly - Petty cash /expense card statement.

Name		Chitra Mohan		Statement date		6/5/25	
Prepared by		Chitra		Sign		Chitra	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Mon: Breakfast	General Voucher	For tea session PAPER AD	1260	Y N	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.					Y N	Y N	
9.					Y N	Y N	
10.	Total						
Amount to be credited by		Transfer to Happy card, Other:		Transfer to expense card,		Cash reimbursement, Transfer to personal a/c.	
Approved by:		Div. Manager		Accountant		Accounts Manager	
Sign:						MD	
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

DEBIT VOUCHER

Company/Firm	Modi Beauty Genome Valley UP		
Project	BVGW		
Voucher No.			
Account head			
Paid to	NANDINI ADS		
Towards/description of work	TIME OF INDIA CELEBRATION PAPERS 14/3/25		
Location of work			
Amount in Rs.	1260/-		
Amount in words	One thousand Two Hundred Sixty and		
Mode of payment			
	Cheque/trf No.	Date 6/3/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. Prasad			

APPROVED BY
E. PRASAD
MANAGER PROMOTIONS

