

Weekly - Petty cash /expense card statement.

Approved by	A.Suresh		Statement date	13-03-2025		
Prepared by	N.Sai Shivani		Sign			
From period	06-03-2025		To period	12-03-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK -LLP	GHT	Towards payment of ACT Fibernet	4,705/-		☐ 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.						
9.	Total			4,705/-		
Amount to be credited by						
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		
Sign						
Date:	13-03-2025					

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	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	ACT Fibernet		
Towards/description of work	Towards payment of ACT Fibernet for the month of February		
Location of work	Kowkooor		
Period	06-03-2025		12-03-2025
Amount in Rs.	4,705/-		
	Four thousand and seven hundred five ruppes Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

Text Message • SMS

Today, 2:34 PM

This is a confirmation for
receipt of Rs.4705.25
towards ACT Fibernet A/c
No 101013509209

Filtered by SMS Filter

Swipe Alert!
Your RBL Bank
Credit Card was swiped!



INR4,705.25 spent at ACT ATRIA
CONVERGENCE on RBL Bank
credit card (3179) on 11-03-
2025.AVL limit- INR7,421.46. Not
you? Call 022-62327777

Did you know?

You can split transactions over Rs. 3000
into convenient EMIs. Download the RBL
MyCard App.

DOWNLOAD NOW

