Weekly - Petty cash /expense card statement.

Approved by		A.Suresh			Statement date	13-03-202	25						
Prepared by		N.Sai Shivani				Sign							
From period		06-03-2025				To period	12-03-202	25					
Sl No Debit to compa		pany Debit to project De			escription of expense				Amour	nt	Bill enclosed	GST bill	
1.	MMRK -LLP			GHT		owards payment of ACT Fibernet			4,705/-			$\Box Y \Box N$	
2.												$\Box Y \Box N$	□Y □N
3.												\Box Y \Box N	□Y □N
4.												$\Box Y \Box N$	$\Box Y \Box N$
5.												□Y □N	$\Box Y \Box N$
6.												$\Box Y \Box N$	$\Box Y \Box N$
7.												$\Box Y \Box N$	$\square Y \square N$
8.													
9. Total								4,7	705/-				
Amount to be credited by		be							·				
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 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. 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	Towards payment of ACT Fibernet for the month of February							
of work								
Location of work	Kowkoor							
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.

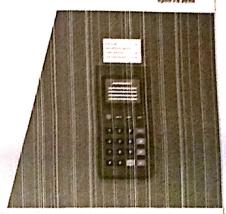
This is a confirmation for receipt of Rs.4705.25 towards ACT Fibernet A/c No 101013509209

Filtered by SMS Filter

RBLBANK

Swipe Alert! Your RBL Bank Credit Card was swiped!

to me -



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



