

Weekly - Petty cash /expense card statement.

Name		C. MUKHARJUNAN		Statement date		13/3/25	
Prepared by		C. HANZ		Sign		C. HANZ	
From period				To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Melley Hari Koushik		CYR GREENS Portion activity 5 days	1950	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			1950	Y N	Y N

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	MD
Sign:				
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 or 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	Mentax Madi Beauty Kowilemup		
Project	CHT		
Voucher No.			
Account head			
Paid to	CHT Brothers Distribution		
Towards/description of work	Hirumalagiri TAKAL MORE MALL CHT Brothers 500 MG, Promotion activity 3 boys		
Location of work			
Amount in Rs.	1950/-		
Amount in words	one thousand Nine hundred fifty only		
Mode of payment			
	Cheque/trf No.	Date 13/3/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
CHT			


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