

Weekly - Petty cash /expense card statement.

Name		AVR Gulmohar Welfare Association		Statement date		19-03-2025	
Prepared by		Suman		Sign			
From period		26-02-2025		To period		19-03-2024	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1	AVRGWA	AVRGWA	Toward at site near villa no 62 to 66 main drainage line clear with local lebours due to jam	2000	☒	☒
2	AVRGWA	AVRGWA	Toward at site septic tank motor checking local motor mechanic due to not working	1200	☒	☒
3	AVRGWA	AVRGWA	Towards at site near club house bore well motor and pipe removing with local lebourne due motor not working	1600	☒	☒
4	AVRGWA	AVRGWA	Towards at site near club house bore well motor installation with local motor mechanic	1000	☒	☒
5	AVRGWA	AVRGWA	Towards villa no 87 bath room flush tank and washbasin repairing local plumber due to not working	800/-	☒	☒
6	AVRGWA	AVRGWA	Toward at site near villa no 29 to 35 main drainage line clear with local lebours due to jam	2000/-	☒	☒
7	AVRGWA	AVRGWA	Toward villa no 56 ,57,59 generator back up checking with local electrician due to not working.	1200/-	☒	☒
Total				Rs 9800/-		

Amount to be credited by ☐ Transfer to Haapay card, ☐ 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 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	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	01		
Account head			
Paid To	Local lebours		
Towards/description of work	Toward at site near villa no 62 to 66 main drainage line clear with local lebours due to jam		
Location of work	AGH-Miryalguda.		
Period	From:	26-02-2025	To : 26-02-2025
Amount in Rs.	2000/-		
Amount in words	Two thousand rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
suman			

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.



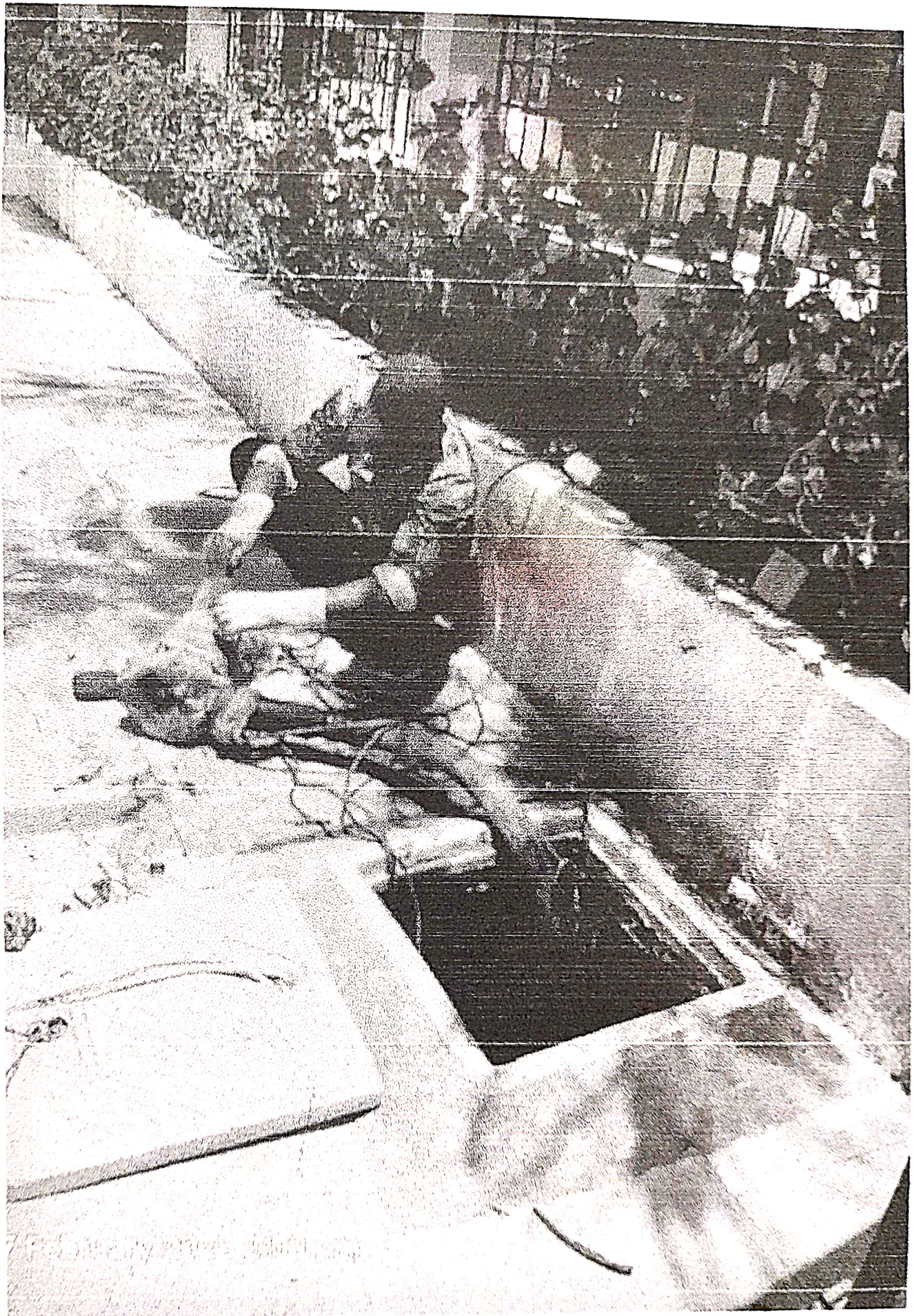
26 February 2025 2:08 pm

DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	02		
Account head			
Paid To	Local motor mechanic		
Towards/description of work	Toward at site septic tank motor checking local motor mechanic due to not working		
Location of work	AGH-Miryalguda.		
Period	From:	27-02-2025	To : 27-02-2025
Amount in Rs.	1200/-		
Amount in words	Towel hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	03		
Account head			
Païd To	Local lebour̄s		
Towards/description of work	Towards at site near club house bore well motor and pipe removing with local lebourne due motor not working		
Location of work	AGH-Miryalguda.		
Period	From:	01-03-2024	To : 01-03-124
Amount in Rs.	1000/-		
Amount in words	One thousand rupees only		
Mode of payment	Cheque/trf nō.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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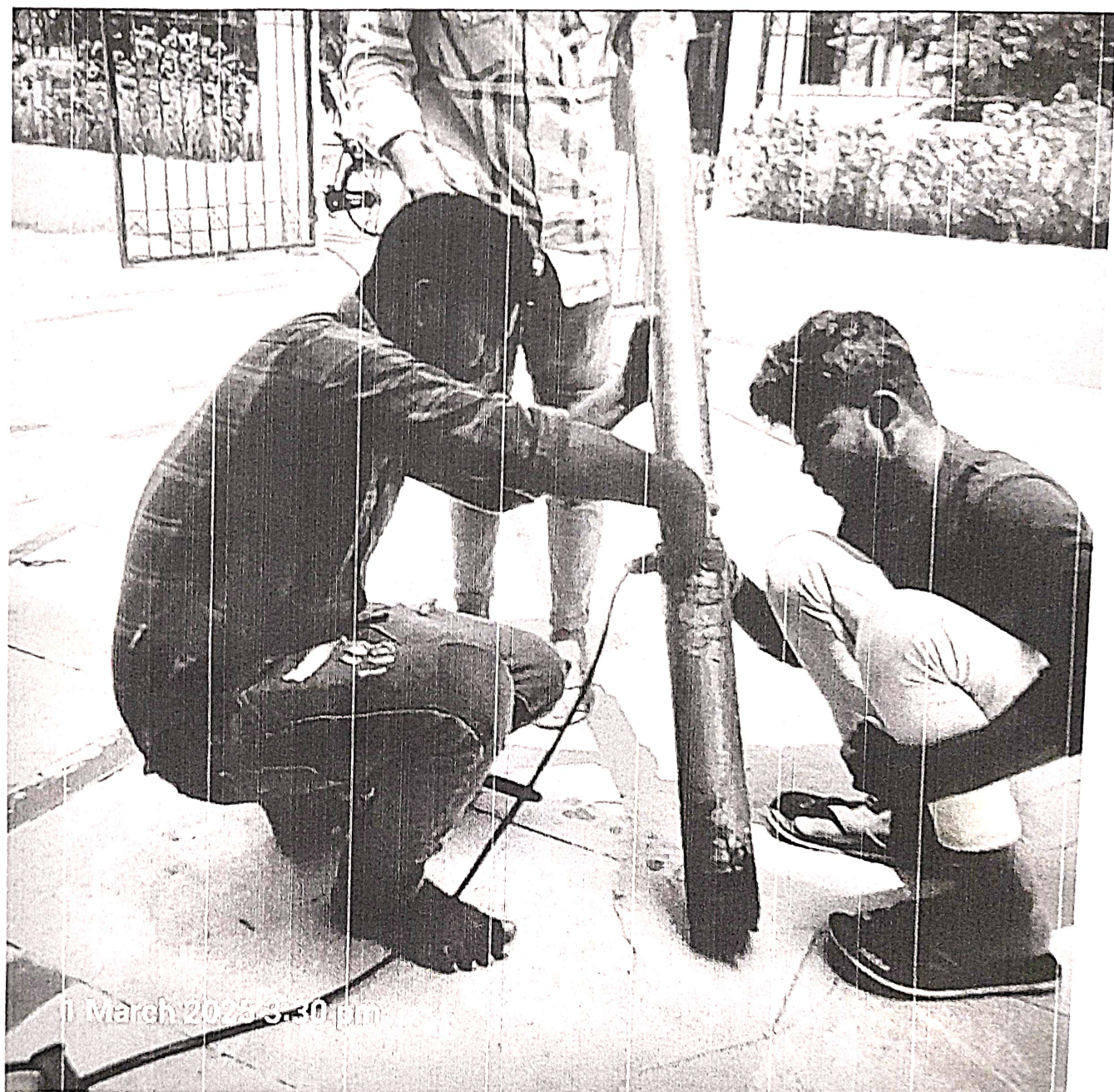


DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	04		
Account head			
Paid To	Motor mechanic		
Towards/description of work	Towards near club house bore well motor installation with local motor mechanic		
Location of work	AGH-Miryalguda.		
Period	From:	01-03-2024	To : 01-03-124
Amount in Rs.	1700/-		
Amount in words	seventeen hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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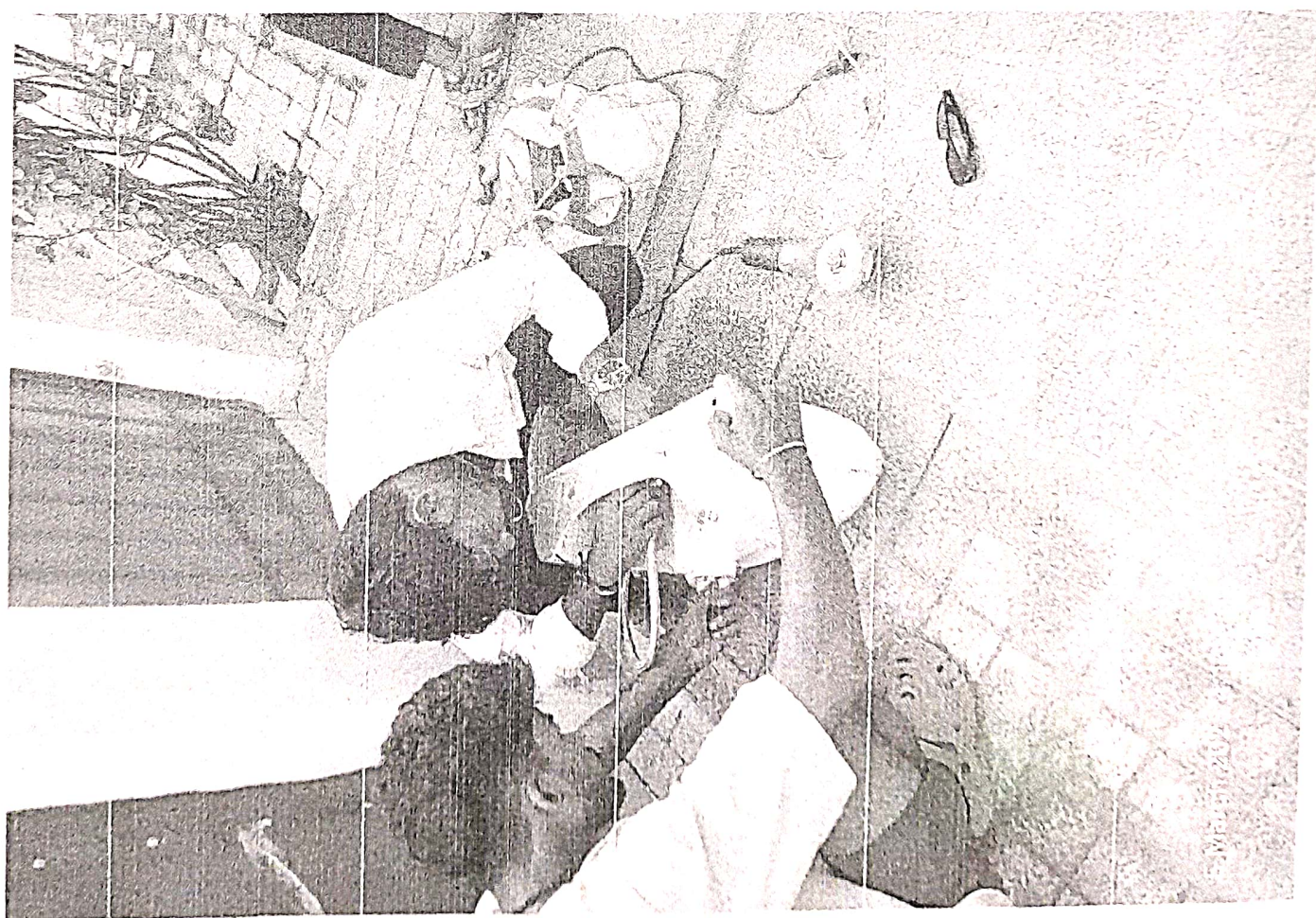
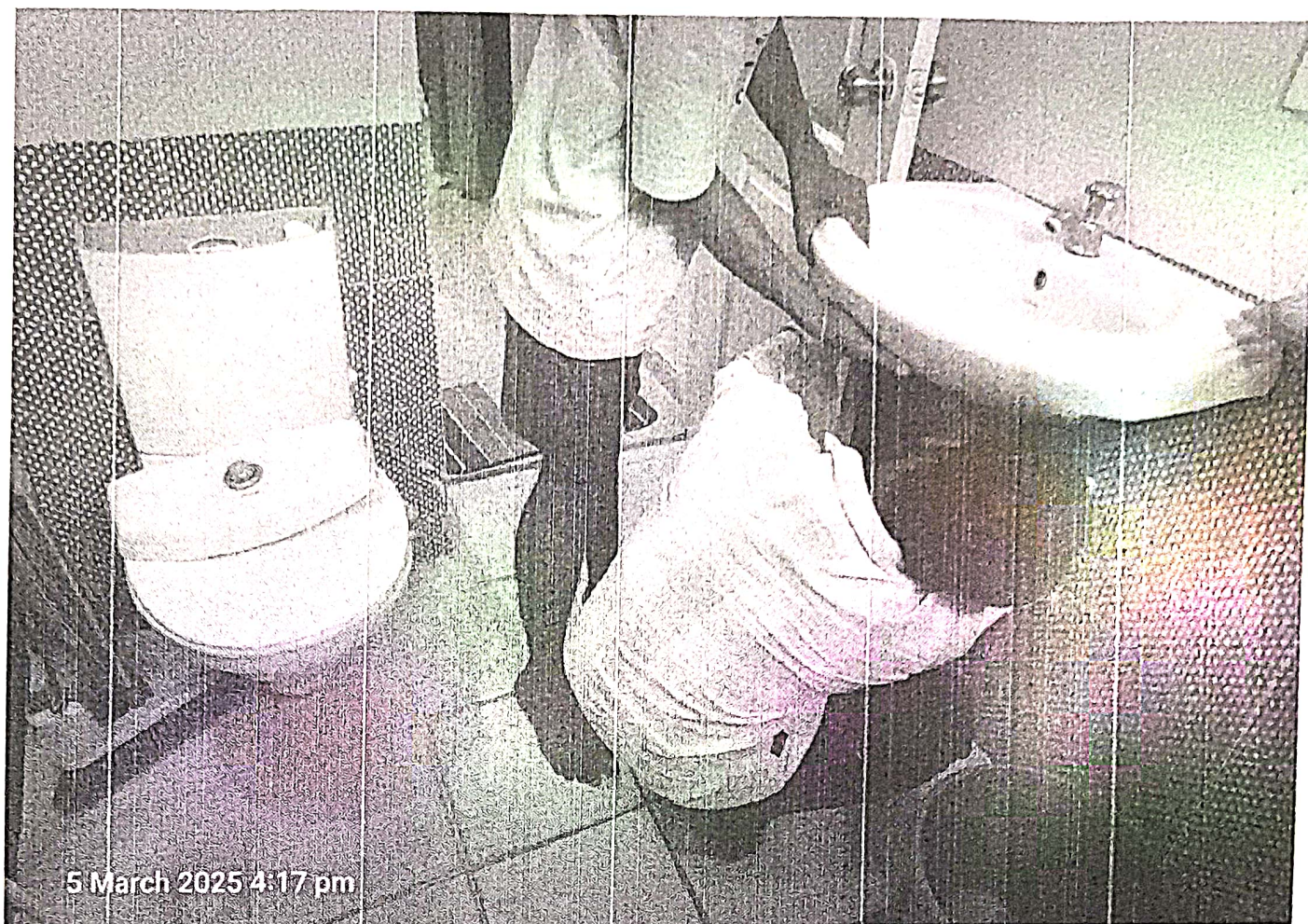


DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	05		
Account head			
Paid To	Local plumber		
Towards/description of work	Towards villa no 87 bath room flush tank and washbasin repairing local plumber due to not working		
Location of work	AGH-Miryalguda.		
Period	From:	05-03-2024	To : 05-03-124
Amount in Rs.	800/-		
Amount in words	Eight hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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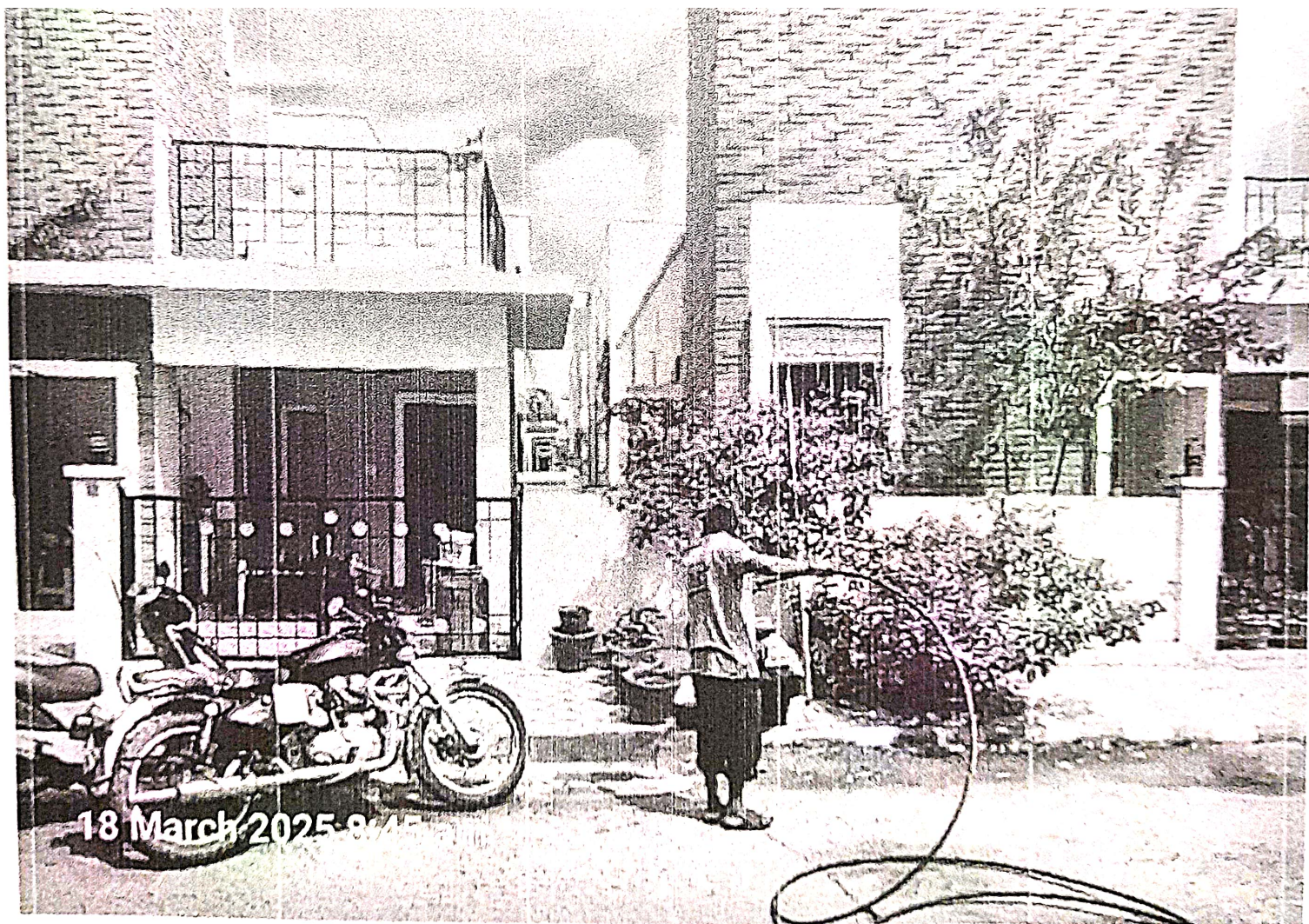


DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	06		
Account head			
Paid To	Local labours		
Towards/description of work	Toward at site near villa no 29 to 35 main drainage line clear with local labours due to jam		
Location of work	AGH-Miryalguda.		
Period	From:	18-03-2024	To : 18-03-24
Amount in Rs.	2000/-		
Amount in words	Two thousand rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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18 March 2025 9:45

DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	07		
Account head			
Paid To	Local eletrician		
Towards/description of work	Toward villa no 56,57,59 genaretor back up checking with local eletrician due to not working		
Location of work	AGH-Miryalguda.		
Period	From:	19-03-2024	To : 19-03-124
Amount in Rs.	1200/-		
Amount in words	Twelve hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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