Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	20-03-2025
Prepared by	N.Sai Shivani	Sign	
From period	13-03-2025	To period	19-03-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SJK	DP24	Towards Purchase bricks and cement Towards site use purpose.	300/-		☐Y ☐N
2.	SJK	DP24	Towards Purchase of 2” ,3” inch vent covers towards site use purpose.	110/-	☐Y ☐N	☐Y ☐N
3	SJK	DP24	Towards purchase Fevikick towards site use purpose.	70/-	☐Y ☐N	☐Y ☐N
4					☐Y ☐N	☐Y ☐N
5					☐Y ☐N	☐Y ☐N
6						
7						
8	Total			780/-		

Amount to be credited by	

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign				
Date:	20-03-2025			

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	SJK		
Project	DP24		
Voucher no.	1		
Account head	Raganadhan		
Paid to	New Choudhary Brothers		
Towards/description of work	Towards Purchase of Red bricks and cement towards site use purpose with inward no-802.		
Location of work			
Period	13-03-2025		19-03-2025
Amount in Rs.	600/-		
	Six hundred twenty five rupees 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.

Ph : 040-48503...

CASH BILL

NEW CHOUDHARY BROTHERS

ELECTRICALS PAINTS & SANITARY

Dealers In : Asian Paints, Snowcem Plus, Anchor Brand,
Electrical Goods & Parryware, Hindware, Rassi Ceramic
Shop No. 5 & 6, Kanukula Yellareddy Shopping Complex,
Sikh Village, Secunderabad- 500 009.
Ph : 040-48503644

No.

Date : 26-02-25

M/s Shrad Jayantilal Kladikia

S.No.	PARTICULARS	Qty	Rate	Amount Rs.	Ps.
1	Red Bricks	30	10	300	
2	Cement	1	-	300	
			TOTAL	600/-	

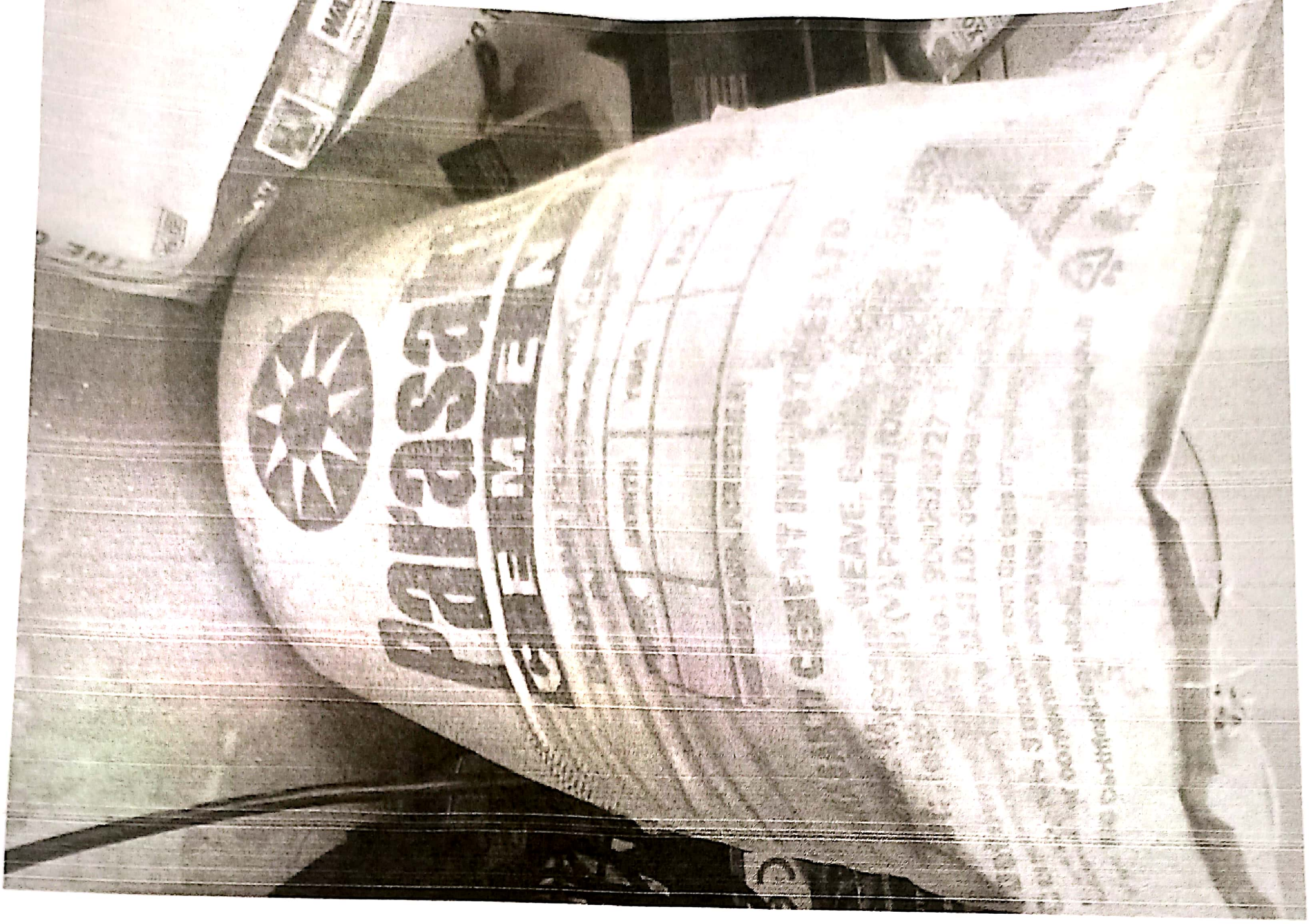
INWARD

Inward No: 802 | Dt: 26-02-25
MRN No: | Dt:
Received By: | Sign

Plot No. 24, DP 24

Goods once sold will not be taken back or exchanged.

For NEW CHOUDHARY


Farasa

<table>
<tr><td colspan="4">DEBIT VOUCHER</td></tr>
<tr><td>Company/Firm</td><td colspan="3">SJK</td></tr>
<tr><td>Project</td><td colspan="3">DP24</td></tr>
<tr><td>Voucher no.</td><td colspan="3">2</td></tr>
<tr><td>Account head</td><td colspan="3">Raganadhan</td></tr>
<tr><td>Paid to</td><td colspan="3">New Choudhary Brothers</td></tr>
<tr><td>Towards/description of work</td><td colspan="3">Towards Purchase of 2”inch vent cover and 3” vent cover towards site use purpose with inward no-803.</td></tr>
<tr><td>Location of work</td><td colspan="3"></td></tr>
<tr><td>Period</td><td colspan="2">13-03-2025</td><td>19-03-2025</td></tr>
<tr><td>Amount in Rs.</td><td colspan="3">110/-</td></tr>
<tr><td></td><td colspan="3">One hundred ten rupees Only</td></tr>
<tr><td></td><td>Cheque/trf no.</td><td>Date</td><td>Bank</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td>Prepared by</td><td>Approved by</td><td>Receivers name</td><td>Receivers signature</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table>

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.

IC Date	Veh No	Start Time	End Time	Pay Type
08-03-2025	AP 23X4931	06:52	17:00	JW

Equipment Name
Tractor with tipper without/labour work upto 7 days

	Min Rate	Max Rate	Qty	Rate	Value
	2100.00	2100.00	1	2100	2100.00

Supplier Name
Sneha Latha
Description :
Words debris shifting work done.

Two Thousand One Hundred Only.

CASH

NEW CHOUDHAR

ELECTRICALS PAINTS

S.No.	PARTICULARS	Qty	Rate	Amount Rs.
	3" went	1		40
	4"	1		70
				110/-
			TOTAL	

For NEW CHOUDHARY

Printed On 11-03-2025 11:11:45

DEBIT VOUCHER				
Company/Firm	SJK			
Project	DP24			
Voucher no.	3			
Account head	Raganadhan			
Paid to	New Choudhary Brothers			
Towards/description of work	Towards Purchase of fevikik towards site use purpose with inward no-804.			
Location of work				
Period		13-03-2025		19-03-2025
Amount in Rs.	70/-			
	Seventy rupees 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.

Mehta & Modi Realty Kowkur LLP

Greenwood Heights

HC - 118265

HC Date	Veh No	Start Time	End Time	Pay Type	
11-03-2025	TS08EV2086	[illegible]	17:03	HW	3445

Equipment Name

JCB with back hoe and [illegible] work for 2 days

Units	Min Rate	Max Rate	Qty	Rate	Value
per hour	1050.00	1050.00	6.8	1050	7140.00

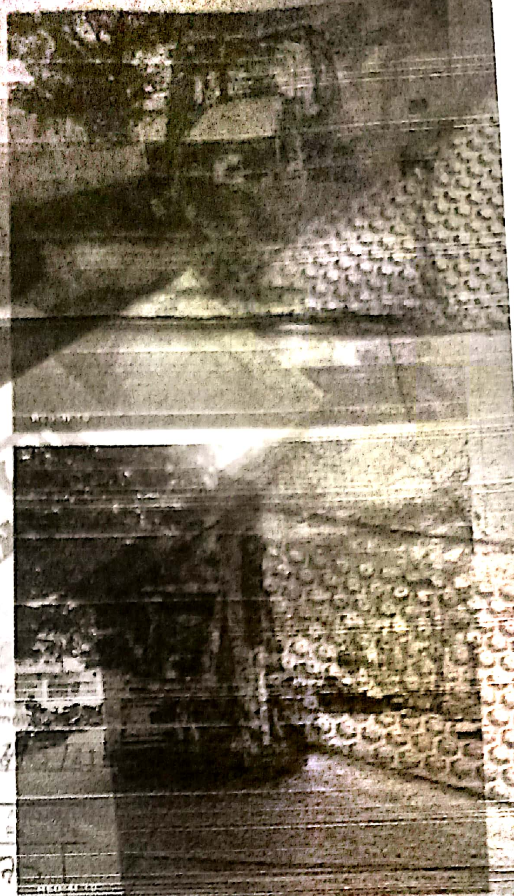
Supplier Name

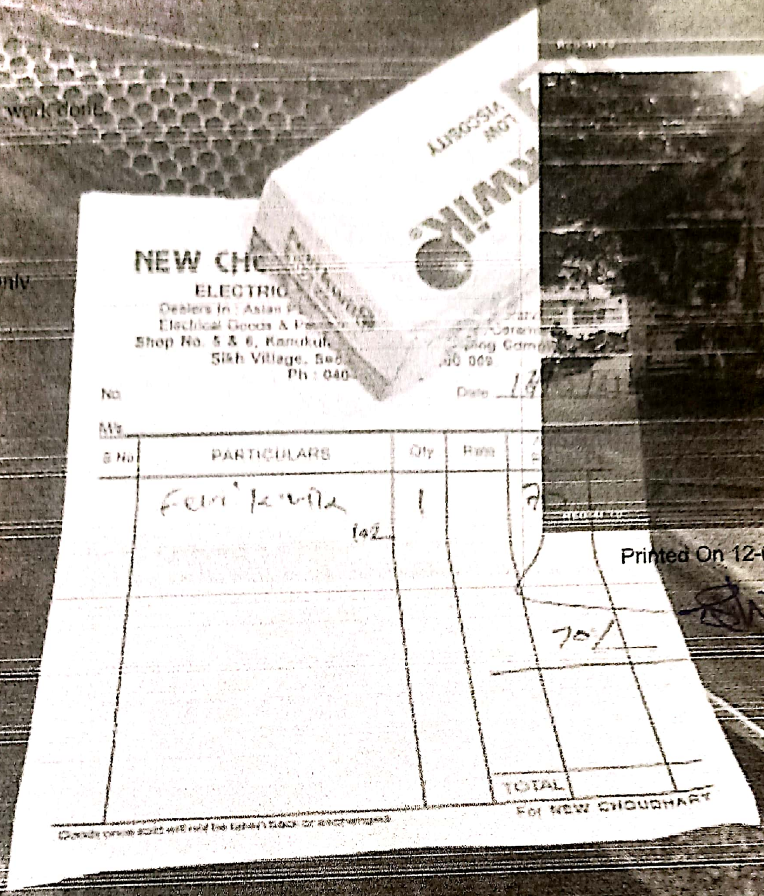
G.Sneha Latha

Work Description

Towards debris and material loading into tractor work done.

upees : Seven Thousand One Hundred Fourty Only





Printed On 12-03-2025 11:49:36

Shivani