Weekly - Petty cash /expense card statement.

Name	S.Sunil Kumar	Statement date	25/3/25
Prepared by	S.Sunil Kumar	Sign	SK
From period	19/3/25	To period	21/3/25.

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMTZ (Vizag)	AMS-8014554	Food Allowance	800/-	Y N	Y N
2.	AMTZ (Vizag)	AMS-8014554	Transport Allowance.	551/-	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			1,351/-		

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: SK	S.Sunil Kumar			
Date: 25/3/25	25/3/25.			

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

APPROVED BY
25 MAR 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)

DEBIT VOUCHER			
Company/Firm	AMTZ Vizag.		
Project	AMS- 801 ~~&~~ 4554		
Voucher No.			
Account head			
Paid to	Food Allowance.		
Towards/description of work	Towards Food Allowance at AMTZ site for QC-Inspection purpose.		
Location of work			
Amount in Rs.	800/-		
Amount in words	Eight hundred Rupees only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
S. Sunil Kumar	[signature]		

APPROVED BY
25 MAR 2025
KUMAR
Project Manager (Q.C)

DEBIT VOUCHER			
Company/Firm	AMT2 (Vizag)		
Project	AMS - 801 ~~8~~ 4554		
Voucher No.			
Account head			
Paid to	Transport Allowance.		
Towards/description of work	Towards Transport allowance from Home to Station, Station to Room, Room to Station & Station to Home.		
Location of work			
Amount in Rs.	551/-		
Amount in words	Five hundred and fifty one only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
S. Sunil Kumar	[signature]		

APPROVED BY
25 MAR 2025
S. SUNIL KUMAR
Asst Project Manager (Q.C)