Weekly - Petty cash /expense card statement.

Name	SOWA	Statement date	27-03-25
Prepared by	K.Tulasi Rani	Sign	
From period	20-03-25	To period	26-03-25

1	SOWA	SOV	Towards Hedge cutters sharpening purpose	1500/-	☐Y ☐N	☐Y ☐N
2	SOWA	SOV	Towards Petrol charges for club house & amphi theatre grass cutting purpose	200/-	☐Y ☐N	☐Y ☐N
3	SOWA	SOV	Towards purchasing of Cleaning items for 12 nos of Carpets cleaning at club house pooja purpose	150/-	☐Y ☐N	☐Y ☐N
4	SOWA	SOV	Towards Villa no.17 to 32 line drainage blockage issue rectifying by GHMC	3000/-	☐Y ☐N	☐Y ☐N
5						
			Total amount	4850/-		

Amount to be credited by	☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Dir. Manager APPROVED BY	Accountant	Accounts Manager	MD
Sign:	27 FEB 2025			
Date:	K PURSHOTHAM Project Manager (Silver Oak Villas Part-III)			

per week

1
THANK U

Bharat Petroleum

SRI AKSHAYA F/STN
BPCL DEALERS
IDA CHERLAPALLY

INV NO.	Mar-3407[illegible]7-ORGNL
RECEIPT	Physical Receipt
VEH NO.	NotEntered
MOB.No	NotEntered
DATE	24/03/2025
TIME	09:50:33
NZ NO.	3
PRODUCT	PETROL
RATE	Rs.107.46
AMOUNT	Rs.200.00
VOLUME	1.86L

1
THANK U

DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV-I		
Voucher no.			
Account head	P.Ramesh		
Paid to	K.purshotham		
Towards/description of work	Towards Hedge cutters sharpening purpose		
Location of work	SOWA		
Period	From: 20-03-25	To: 26-03-25	
Amount in Rs.	1500/-		
Amount in words	Fifteen Hundred Rupees Only		
Mode of payment	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.

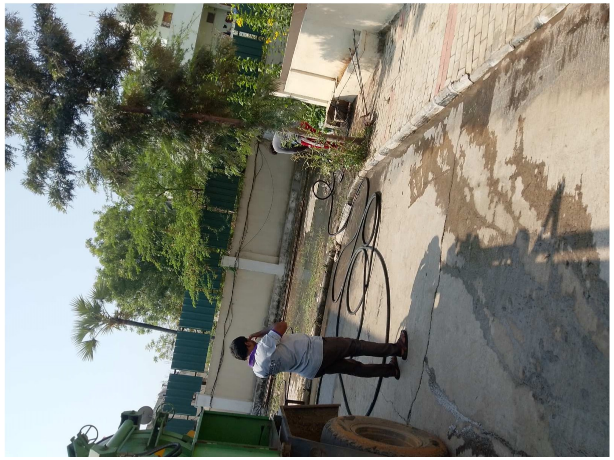
DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV-I to III		
Voucher no.			
Account head	P.Ramesh		
Paid to	K.purshotham		
Towards/description of work	Towards Petrol charges for garden cutting		
Location of work	SOV		
Period	From: 20-03-25	To: 26-03-25	
Amount in Rs.	200/-		
Amount in words	Two Hundred Rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

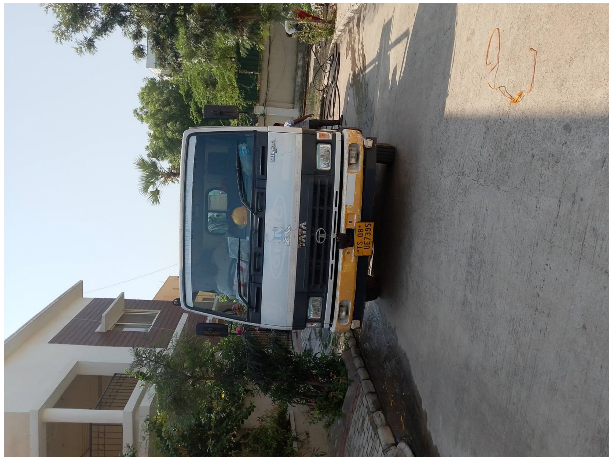
Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

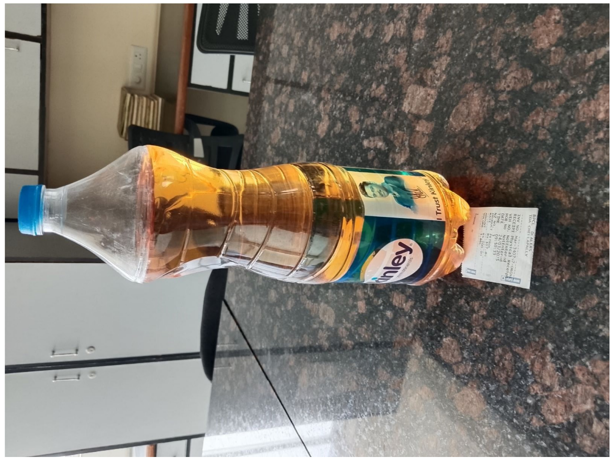
DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV- I		
Voucher no.			
Account head	P.Ramesh		
Paid to	K.Purshotham		
Towards/description of work	Towards purchasing of Cleaning items for 12 nos of Carpets cleaning at club house pooja purpose		
Location of work	SOV		
Period	From: 20-03-25	To: 26-03-25	
Amount in Rs.	150/-		
Amount in words	One Hundred and Fifty Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

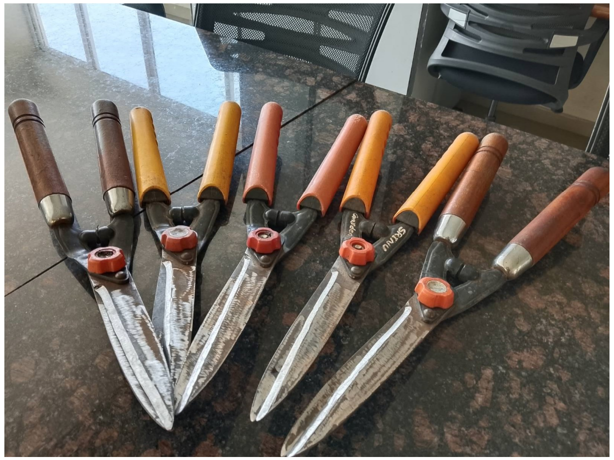
Company/Firm	MHPL SOV		
Project	SOV- III		
Voucher no.			
Account head	P.Ramesh		
Paid to	K.Purshotham		
Towards/description of work	Towards Villa no.17 to 32 line drainage blockage issue rectifying by GHMC		
Location of work	SOV		
Period	From: 20-03-25	To: 26-03-25	
Amount in Rs.	3000/-		
Amount in words	Three Thousand Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

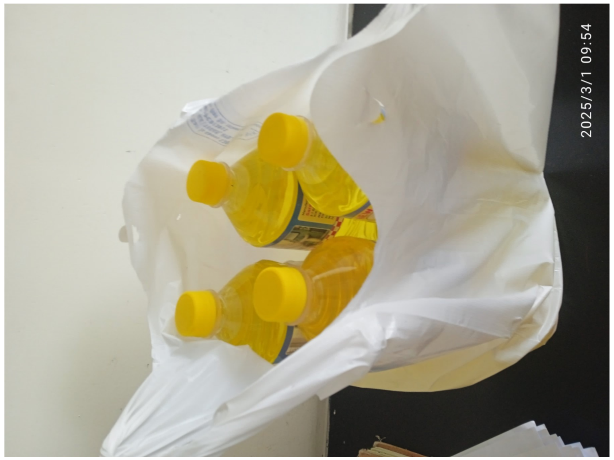
Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location ofwork.







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