

Weekly - Petty cash /expense card statement.

Name		G.Rajesh		Statement date	27-03-2025			
Prepared by		G.Rajesh		Sign				
From period		21.02.2025		To period	27.03.2025			
Sl.No	Debit	Debit to project	Description of expense			Amount	Bill enclosed	GST bill
1.	MPWA	MPWA	Towards basement wash rooms & club house wash room cleaning from December-2024,Jan-2025,Feb-2025,March-2025.(each month 2000/-)			8000/-	✓Y ✗N	✓Y ✗N
2.	MPWA	MPWA	Towards A-206 gypsum false ceiling changing work done			2500/-	✓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.							✓Y ✗N	✓Y ✗N
11.	Total					10500/-		
Amount to be credited by		▼ Transfer to Haapay card, ▼ Transfer to expense card, ▼ Cash reimbursement, ▼ Transfer to personal a/c. ▼ Other:						
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. M33 s approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER			
Company/Firm	May flower platinum welfare association		
Project	MPL		
Voucher no.			
Account head	G.Rajesh		
Paid to	Sai		
Towards/description of work	Towards basement wash rooms & club house wash room cleaning from December-2024,Jan-2025,Feb-2025,March-2025.(each month 2000/-)		
Location of work	Mallapur		
Amount in Rs.	8000/-		
Amount in words	Eight Thousand Rupees		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	27-03-2025	
Prepared by	Approved by	Receivers name	Receivers signature

DEBIT VOUCHER			
Company/Firm	May flower platinum welfare association		
Project	MPL		
Voucher no.			
Account head	G.Rajesh		
Paid to	Yousuf Ali Interiors		
Towards/description of work	Towards A-206 gypsum false ceiling changing work done		
Location of work	Mallapur		
Amount in Rs.	2500/-		
Amount in words	Two Thousand Five Hundred Rupees		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	27-03-2025	
Prepared by	Approved by	Receivers name	Receivers signature

22161

CASH BILL

(M): 9885864330

YOUSUF ALI INTERIORS**Spl. In : PVC False Ceiling Material & Work**

Gypsum False Ceiling, Gypsum Partition,
Armstrong Ceiling, Grid Ceiling Thermocol, Boarders, Flowers & etc.,
All types of false Ceiling Works is done

Srinivasapuram Old Ramanthapur, Hyderabad-500013.

No.

1143

Date 25/03/2024

Name:

May flower platinum welfare association

Address:

Mallapur.

S.No.	DESCRIPTION	Qty.	RATE	AMOUNT	
				Rs.	Ps.
1	A-106, gypsum false ceiling changing in Bath Room & utility.	1/2	-	2,500/-	
			TOTAL	2,500/-	

INWARD	
Inward No: 22161	Dt: 27/03/25
MRN No:	Dt:
Received By: RAJU,	Sign: 
MODI PROPERTIES PVT. LTD. SY.No. 82/1	

No Exchange No Return

For YOUSUF ALI INTERIORS


Signature