## Weekly - Petty cash /expense card statement.

				03/out 201	7		Date:
					1		Sign
MD		Accounts Manager	Accountant		Div. Manager	ed by:	Approved by:
er to p	nsf	Transfer to Haapay card,   Transfer to expense card,   Cash reimbursement,   Transfer to personal a/c  Other:	Transfer to expense	fer to Haapay card, []	be   Transf   Other:	t to by	Amount credited by
1,260/-	_					Total	-
							10.
							9
							·
							7.
					HVRD	HVRD	6.
_	150/-		SU	Towards miscellaneous	HVRD	HVRD	5.
	220/-	Towards Excavation person cash handover HO, Petrol purpose	person cash hando	Towards Excavation	HVRD	HVRD	4.
)	240/-		r purpose	Towards motor starter purpose	HVRD	HVRD	'n
_	350/-	s purpose.	ater person charges	Towards Drinking water person charges purpose	HVRD	HVRD	2.
)/_	300/-	ss purpose	safety cover& glass	Towards Site phone safety cover& glass purpose	HVRD	HVRD	_
Amount	An		ise	Description of expense	Debit to project	Debit	SI.No
		03.04.2025	To period		21.03.2025		From period
			Sign		Sobhan Babu		Prepared by
		03-04-2025	Statement date		Sobhan Babu		Name

Notes: I. 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. M33 s approval is required for expenses of over 10,000/- per week.

Prepared by Approved by	1 AM	Mode of payment Cheque/trf no.	Amount in words Three hundred fifty only.	Amount in Rs. 350/-	Period From: 21.03.2025	Location of work	of work	Towards/description   Towards Drinking	Credit to Petty cash	Account head Dept	Voucher no.	Project HVRD	Company/Firm DTPL	
Receivers name		Date	fty only.		025 To:			Towards Drinking water person charges purpose						DEBIT VOCHEN
Receivers signature		Bank			03.04.2025									

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

Receivers signature	Receivers name	Approved by	Prepared by
		M	
Bank	Date	Cheque/trf no.	Mode of payment
		Three hundred only.	Amount in words
		300/-	Amount in Rs.
03.04.2025	To: C	From: 21.03.2025	Period
			Location of work
			of work
	ety cover& glass purpose	Towards Site phone safety cover& glass purpos	Towards/description
		Petty cash	Credit to
		Dept	Account head
			Voucher no.
		HVRD	Project
		DTPL	Company/Firm
	DEBIT VOUCHER	DEBIT V	

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

Company Firm DTPL  Project HVRD  Voucher no.  Account head Dept Credit to Petty cash Towards description of work  Location of work  Location of work  Location of work  Amount in Rs.  Amount in words  Cheque/Irf no Date  Bank
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hire charges, material may be printed/written overleaf. 4. Project may differ from location of work Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour,

Receivers signature	Receivers name	Approved by	Prepared by A <sub>I</sub>
		AM	
Bank	Date	Cheque/trf, no.	Mode of payment Cl
	nly.	Two hundred fourty only.	Amount in words Tv
		240/-	Amount in Rs. 24
03.04.2025	To: 0	From: 21.03.2025	Period Fr
		Nacharam	Location of work Na
			of work
	purpose	Towards motor starter purpose	Towards/description To
		Petty cash	Credit to Pe
		Dept	Account head Do
			Voucher no.
		HVRD	
		DTPL	Company/Firm D
	DEBIT VOUCHER	DEBIT V	

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

	DEBIT	DEBIT VOUCHER		
Company/Firm	DTPL			
Project	HVRD			
Voucher no.				
Account head	Dept			
Credit to	Petty cash			
Towards/description	Towards miscellaneous	Sr		
of work				
Location of work	Nacharam			
Period	From: 21.03.2025		То:	03.04.2025
Amount in Rs.	150/-			
Amount in words	One hundred fifty only.	nly.		
Mode of payment	Cheque/trf no.	Date		Bank
	1 22			
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