

Weekly - Petty cash /expense card statement.

Name		Sobhan Babu		Statement date		03-04-2025	
Prepared by		Sobhan Babu		Sign			
From period		21.03.2025		To period		03.04.2025	
Sl.No	Debit	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1	HVRD	HVRD	Towards Site phone safety cover& glass purpose	300/- ✓	☐ Y ☐ N	☐ Y ☐ N	
2	HVRD	HVRD	Towards Drinking water person charges purpose.	350/- ✓	☐ Y ☐ N	☐ Y ☐ N	
3	HVRD	HVRD	Towards motor starter purpose	240/- ✓	☐ Y ☐ N	☐ Y ☐ N	
4	HVRD	HVRD	Towards Excavation person cash handover HO,Petrol purpose	220/- ✓	☐ Y ☐ N	☐ Y ☐ N	
5	HVRD	HVRD	Towards miscellaneous	150/- ✓	☐ Y ☐ N	☐ Y ☐ N	
6	HVRD	HVRD			☐ 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			1,260/-	☐ Y ☐ N	☐ Y ☐ N	

Amount to be credited by	☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.
Approved by:	Div. Manager
Sign:	Accountant
Date:	Accounts Manager
	MD

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. M3 s approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

Company/Firm	DTPL			
Project	HVRD			
Voucher no.				
Account head	Dept			
Credit to	Petty cash			
Towards/description of work	Towards Drinking water person charges purpose.			
Location of work				
Period	From:	21.03.2025	To:	03.04.2025
Amount in Rs.	350/-			
Amount in words	Three hundred fifty 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	DTPL		
Project	HVRD		
Voucher no.			
Account head	Dept		
Credit to	Petty cash		
Towards/description of work	Towards Site phone safety cover& glass purpose		
Location of work			
Period	From:	21.03.2025	To: 03.04.2025
Amount in Rs.	300/-		
Amount in words	Three hundred 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	DTPL		
Project	HVRD		
Voucher no.			
Account head	Dept		
Credit to	Petty cash		
Towards description of work	Towards Excavation person cash handover HO, Petrol purpose		
Location of work	Nacharam		
Period	From: 21.03.2025	To:	03.04.2025
Amount in Rs.	220/-		
Amount in words	Two hundred twenty 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	DTPL		
Project	HVRD		
Voucher no.			
Account head	Dept		
Credit to	Petty cash		
Towards/description of work	Towards motor starter purpose		
Location of work	Nacharam		
Period	From: 21.03.2025	To:	03.04.2025
Amount in Rs.	240/-		
Amount in words	Two hundred fourty 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	DTPL		
Project	HVRD		
Voucher no.			
Account head	Dept		
Credit to	Petty cash		
Towards description of work	Towards miscellaneous		
Location of work	Nacharam		
Period	From:	21.03.2025	To: 03.04.2025
Amount in Rs.	150/-		
Amount in words	One hundred fifty 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.