

Scan 101

Weekly - Petty cash /expense card statement.

Name		Statement date		31/4/15		
Prepared by		Sign		CPM		
From period		To period				
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Meat Housing	Rs 150	for Brothers Protection activity	150	Y N	Y N
2.					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				Y N	Y N
Amount to be credited by		Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.		1950		
Approved by:		Div. Manager		Accounts Manager		
Sign:				MD		
Date						

Note: 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 voucher 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 over 2,000/- per week. MD's approval is required for expenses of over 10,000/- per week.

APPROVED BY
03 APR 2015
PRASAD PROMOTION
MANAGER

DEBIT VOUCHER			
Company/Firm	MOD. Housing Pvt Ltd		
Project	Gov		
Voucher No.			
Account head			
Paid to	Gov Brothers Distribution		
Towards/description of work	Jainikani Al Rao Nagar Hightension Lane Road Gov Brothers Promotion activity Shop		
Location of work			
Amount in Rs.	1950/-		
Amount in words	One thousand Nine Hundred fifty only		
Mode of payment			
	Cheque/trf No.	Date 3/4/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. N. K.			

APPROVED BY
03 APR 2025
E. PRASAD
MANAGER PROMOTION

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