Weekly - Petty cash /expense card statement.

Name	SOWA		Statement date	03-04-25			
Prepared by	K.Tulasi Rani		Sign				
From period	27-03-25		To period	02-04-25			
1	SOWA	SOV	Towards Villa no.17 to 32 line drainage blockage issue rectified by GHMC	2000/-	☐Y ☐N	☐Y ☐N	
2	SOWA	SOV	Towards amount paid to Snake scratching person at villa no.59 footpath	400/-	☐Y ☐N	☐Y ☐N	
3					☐Y ☐N	☐Y ☐N	
4					☐Y ☐N	☐Y ☐N	
5							
			Total amount	2400/-			
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:	APPROVED BY 03 APR 2025 K. PURSHOTHAM Project Manager (Silver Oak Villas Part-III)						
Date:							

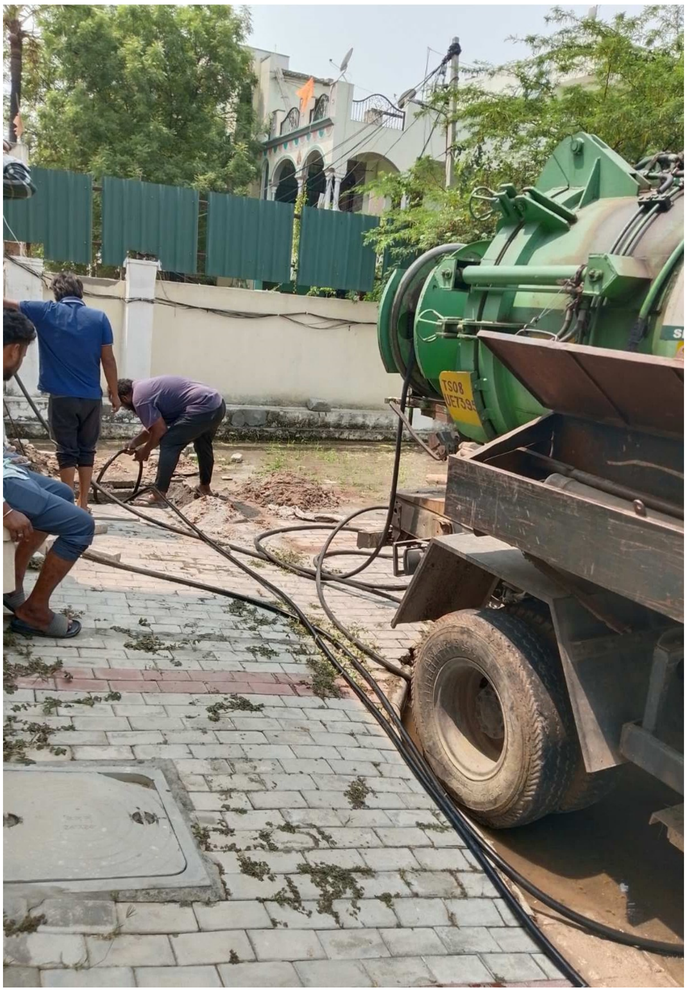
per week

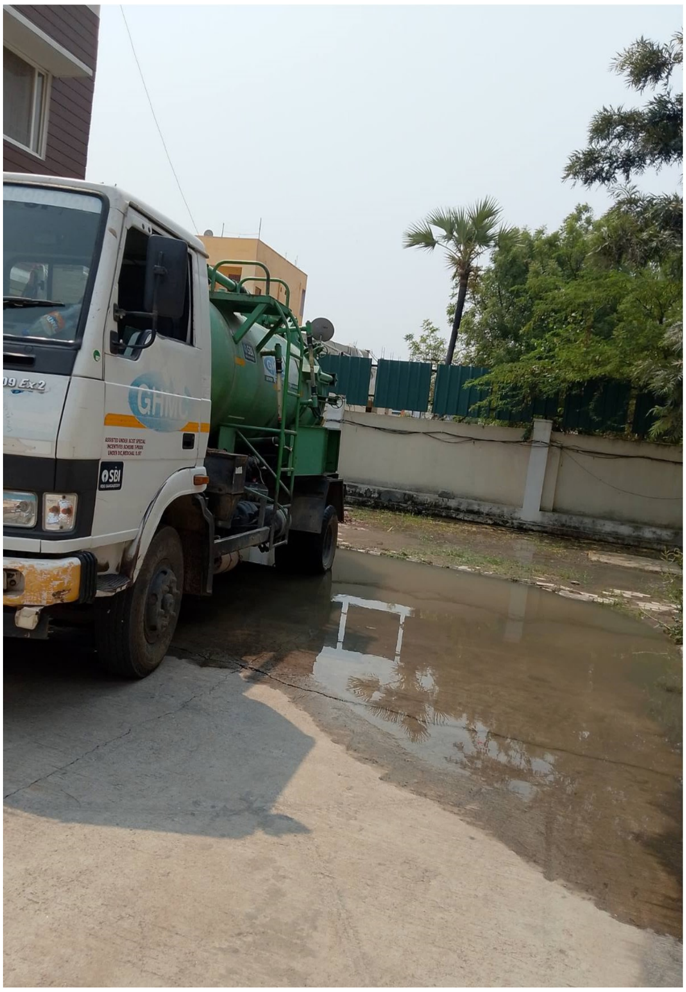
DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV-I		
Voucher no.			
Account head	P.Ramesh		
Paid to	K.purshotham		
Towards/description of work	Towards Villa no.17 to 32 line drainage blockage issue rectified by GHMC		
Location of work	SOWA		
Period	From: 27-03-25	To: 02-04-25	
Amount in Rs.	2000/-		
Amount in words	Two 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 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 amount paid to Snake scratching person at villa no.59 footpath		
Location of work	SOV		
Period	From: 27-03-25	To: 02-04-25	
Amount in Rs.	400/-		
Amount in words	Four 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.




GHMC
SBI