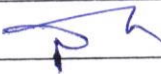
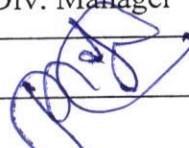


Weekly - Petty cash /expense card statement.

Name		Ch Ramesh		Statement date	Card No:4629 5254 2716 5716		
Prepared by		Ch Ramesh		Sign			
From period				To period			
Sl No	Debit company	to	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	NGH		NGH	Purchase of Round Lamp	240	☐ Y ☐ N	☐ Y ☐ N
2.	NGH		NGH	Purchase of Lamp Papers	1680	☐ 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				1920		
Amount to be credited by		☐ 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. MDs approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER

Mali Realty Pocharam UP

Voucher No. _____

A/c. _____ Date: 4/4/25

Paid to	Sec bad cont			Rs.	Ps.	
towards	Purchase of Stamp paper 12 Nos			1680	-	
Rupees	One Thousand Six Hundred eighty only					
Paid by	Cheque Cash	Cheque No. 	Dated 	Drawn on Bank 	1680	-

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Modi Realty Pocharam LLP

Voucher No. _____

Date: 24/3/25

A/c. _____

Rs. Ps.

Paid to Raj E. Co

towards Purchase of 20 Stamps (Bond)

240

1

Rupees

Two hundred forty only

Drawn on Bank

Dated

Cheque No.

Paid by Cheque
Cash

240

Prepared by

Receiver's Signature

Approved by

ESTD. : 1938

RAJA & CO.,
RUBBER STAMP MAKERS
7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.
E-mail : rajastamps@hotmail.com

M/s. _____

Ph : 27704625
Cell : 9032008269
SMS/Whats App : 9032008263

No. **2223**

Date : 24/3/25

Sl.
No.

PARTICULARS

AMOUNT
Rs. Ps.

①

Stamp 2 nos

240/-



As per Specimen Attached

TOTAL

240/-
For RAJA & CO.