Weekly - Petty cash /expense card statement.

Ramesh	Statement date	Card No:4629 5254 2716 5716
Ramesh	Sign	
	To period	

to	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
	MHL	Purchase of Stamp Papers	1400	☐Y ☐N	☐Y ☐N
				☐Y ☐N	☐Y ☐N
				☐Y ☐N	☐Y ☐N
				☐Y ☐N	☐Y ☐N
				☐Y ☐N	☐Y ☐N
				☐Y ☐N	☐Y ☐N
				☐Y ☐N	☐Y ☐N
				☐Y ☐N	☐Y ☐N
				☐Y ☐N	☐Y ☐N
				☐Y ☐N	☐Y ☐N
			1400		

☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:

Div. Manager	Accountant	Accounts Manager	MD

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 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 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

Modi Hosp PA Ltd

Voucher No. _____

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

Paid to Soc bad court				Rs.	Ps.
towards Purchase of stamp papers as NSJ				1400	
Rupees one Thousand four Hundred only				1	
Paid by Cheque / Cash	Cheque No.	Dated	Drawn on Bank	1400	

Prepared by

Approved by

Receiver's Signature