

Weekly - Petty cash /expense card statement.

Approved by	A.Suresh		Statement date	03-04-2025		
Prepared by	N.Sai Shivani		Sign			
From period	27-03-2025		To period	02-04-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SJK	DP24	Towards Plumber transposition and food purpose.	500/-		☐ 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.						
9.	Total			500/-		
Amount to be credited by						
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		
Sign						
Date:	03-04-2025					

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			
Company/Firm	SJK		
Project	DP24		
Voucher no.	1		
Account head			
Paid to	Plumber		
Towards/description of work	Towards plumber Transportation and food purpose.		
Location of work	Bowenpally		
Period	27-03-2025		02-04-2025
Amount in Rs.	500/-		
	Five hundred rupees Only		
	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.



Transaction Successful
08:29 pm on 01 Apr 2025

Paid to



Thabras

+917396654625

₹500

Banking N... : Tabrej Ansari



Transfer Details

Transaction ID

2504012028565258582515

Debited from



XXXXXX1800026088

₹500

UTR: 148960586201

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