Weekly - Petty cash /expense card statement.

Name	G. Murali Mohan	Statement date	10/4/25
Prepared by	G Murali	Sign	G Murali
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Meithan Mani	Beauty Icon Kon CP	GHT Brothers Distribution at Genome Valley Buses	1800	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			1800		

Amount to be credited by	Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

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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 receipted 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	M/s Moon Realty Kowlak LLP		
Project	GHT		
Voucher No.			
Account head			
Paid to	GHT Brothers Distribution		
Towards/description of work	Busses fare, 9/4/25 GHT Brother's Distribution at Genome Valley		
Location of work			
Amount in Rs.	1800/-		
Amount in words	One thousand Eight Hundred only		
Mode of payment			
	Cheque/trf No.	Date 10/4/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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