Weekly - Petty cash /expense card statement.

Name		Ch Rame:	sh	Statement date	Card No:4	629 5254 2716	5716	
Prepare	d by	Ch Rames	sh	Sign				
From pe	eriod			To period	Ph			
Sl No	Debit compan	to	Debit to project	Description of expense				
1.	Day		1-11	0		Amount	Bill enclosed	GST bil
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mount redited b	to	be 🗆 Tra	ansfer to expense card,	☐ Cash reimbursement, ☐	Transfer to paragraph / =	200	2	
pproved	~	Div.	Manager	Accountant	The second second and description of the second sec	Other:		
ign:			2	Accountant	Accounts Manager	MD		- 10 moras
ate:		6	Call all all all all all all all all all					
tes: 1. Scann	ned copy of t	his statement to	he submitted bec	2pm. 2. Original vouchers to be attached buchers of last week is not received with				

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

Mad: Realty Mayal sida

Voucher No	Dat	e: 10/4/2	
Paid to 010C		Rs.	Ps.
towards Conju	from Ming al grober to 4.0	200	
Rupees (wo	Hohel and		
Paid by Cheque Cash	Cheque No. Dated Drawn on Bank	200	
Prepared by	Approved by Receiver's Sign	nature	

Non Negotiable Consigna 1 Sender's (Consignor) Name:	Port VET Subaction	No-3, Victoria Road	POUCH NO.	DEST	В	
Company Name & Address:	Ph:_	engaluru Jurisdictio	The consignment note is not a tax invo	ice. A tax invoice will be made		Download
City:	Madi		Recipient's (Consignation	less	or charfiel partner as the case may be, upor	n request.
Sender's GSTIN*:	PIN Co	odo.	Company Name & Addre	ss:	Ph:	Available at select
Nature of consignment () DIM 1: L	Mileson Company of the Company of th		City:	wind	119 10	
DIM 2:1 cm X B cm X H	Cm X Total N	"Where Applicable um Pcs:	Recipient's GSTIN*:	Pate:	PIN code:	
DIM 3: L CM X P CM X H	cm X Pcs Volumete		4 Description	of Content	110	
Paper Work Enclosures		le Wt.: kg		m	on value Popular meht for griage / E-Way	
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not contain personal mail, contraband, illegal drugs, items and commodities wh	cash, jewellery,	harges I.	Commercial Non Com	mercial 7 Value Added Ser	irae	
safety hazards	any prohibited al Tariff lincl, Ol lich can cause	TFSC + Tayout		Not Available	CN Expiry Date	
der's Signature & Seal	cl Total amount I	12:41		Air Cargo	Express	
	Above charges are in		onsignment Number		#	
read and understood to	11 Booking	tusive of GST & other taxes if applicable Cash Card Wallet Branch / Franchisee Code 12	l	W510		
read and understood terms & conditions property and lagree to the same. http://www.dtdc.in	rinted overleaf of	The same of the sa		11316	376058	
	stomersupport@dtdc.co	Courier Signature Ris	k Surcharge	Owner		Download MyDTDC a
	-pportidatdc.co	m II +91 9606 91	1 914	Carrier		App Store
				SENDER COPY		

Non Negotiable Consiburation	DTDC Express Limited Road Office: No-3, Victoria Road Se galuru - 560047		DEST.	
Sender's (Consignor) Name:	ot Su jesto Bengaluru Juriso	POUCH NO.	DATE	Download MyDTDC
Company Name & Address:	Ph:	2	TVOICE will be made available by DTDC or it's channel partner a	s the case may be, upon request.
City:	01)	Recipient's (Consignee) Name Company Name & Address:	1901/	Available at select cities & pin co
Sender's GSTIN*:	PIN Code:	And the second s	16	
3 Nature of consignment) Dox	Non-Doy Where Appl	City: Recipient's GSTIN*:	ate: A la Ahar	
DIM 2: L CM X B CM X H C	Non-Dox Total Num Pcs:	. 4 Description	1) Dyglencon	Toal
DIM 3: L cm X B cm X H c	m X Pcs Volumetric Wt.:	kg kg	Total Value of consigni	ment for carriage / E-Way bill
10 I/We doctor !	1 3-opte M.	kg	062013/	Port Code Co
10 I/We declare that this consign not contain personal mail, cash contraband, illegal drugs and	ment does 9 Charges Amou	Commercial Non Commercial	Value Added Services	CN Expiry Date
items and committees and	Prohibited a) Tariff (incl. Of FSC + Taxes)	nt(₹) 8 Mode(✓) Surfac	ie Air C	The state of the s
Safety hazards while trans	can cause b) Risk Surcharge c) Total amount (a+b)	Consignment Number	Ex	press
ender's Signature & Seat	Above charges are inclusive of GCT a			
te:	Card Wallet		H515478	13
ave read and understood terms & conditions printed sometimes of the same.	AM/PM d overleaf of	/	Owner Owner	Download MyDTDC app
http://www.dtdc.in custo	mersupport@dtdc.com +919	e / manage		App Store
The state of the s	+91 9		Cal rier NDER COPY	
		100	COP1	Jan 2024 Available at select cities & pin codes