Weekly - Petty cash /expense card statement.

Name	Ch Ramesh					
Prepared by	Ch Ramesh	Statement date	Card No:4629 5254 2716 5716			
From period		Sign				
		To period				
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MCMET	MCMET	Purchase of stamp Papers – 4	560	☐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.					☐Y ☐N	☐Y ☐N
11.	Total			560/–	☐Y ☐N	☐Y ☐N
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:	11/4/25					

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

M C Modi Education Trust

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________

Paid to Sec'bad court	Date : 10/4/25	
towards Purchase of Stamp Papers 4 Nos	Rs.	Ps.
2 Nos – Prashagar – Shop No. 17 –	560	
2 Nos – Sambasivarao		
Rupees Five Hundred Sixty only		
Paid by Cheque / Cash · Cheque No. · Dated · Drawn on Bank		
	560	

Prepared by [signature]

Approved by

Receiver's Signature