

Weekly - Petty cash /expense card statement.

Name		AVR Gulmohar Welfare Association		Statement date	09-04-2025	
Prepared by		Suman		Sign		
From period		02-04-2025		To period	09-04-2025	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AVRGWA	AVRGWA	Toward at site septic tank motor not working checking with local motor mechanic	1500/-	☒	☒
2.	AVRGWA	AVRGWA	Toward at site near villa no 66 borewell motor not working checking and re installation with local motor mechanic	1700/-	☒	☒
3.	AVRGWA	AVRGWA	Towards near villa no 66 motor and pipe removing and refixing with local labors	1600/-	☒	☒
4.	AVRGWA	AVRGWA	Toward at site septic tank motor not working checking with local motor mechanic	1200/-	☒	☒
5.	AVRGWA	AVRGWA	Toward villa no 18 Generator back of checking with local electrician due to not working.	800/-	☒	☒
6.	AVRGWA	AVRGWA	Toward villa no 68 bath room flush tank and wash area tap not working checking with local plumber.	800/-	☒	☒
7.	AVRGWA	AVRGWA	Toward at site near club house bore well starter checking with local motor mechanic due not working motor	1000/-	☒	☒
8.	AVRGWA	AVRGWA	Toward at site near villa no 62 to 66 side external compound wall bottom side holes packing local mason work	1200/-	☒	☒
Total				9800/-		

Amount to be credited by ☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.

☐ Other:

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

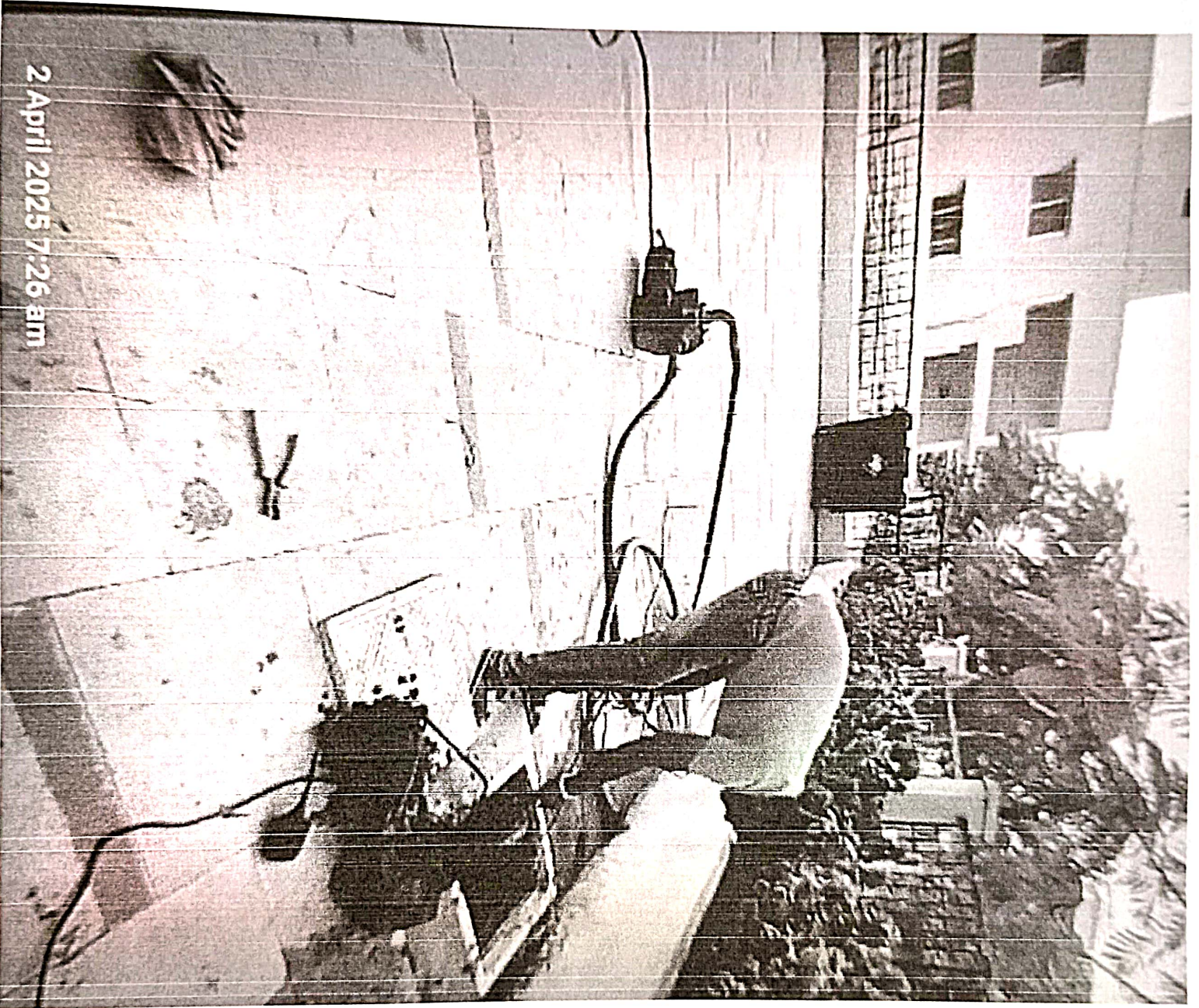
Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement with vouchers of last 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. MD's approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	1		
Account head			
Paid To	Motor mechanic		
Towards/description of work	Toward at site septic tank motor not working checking with local motor mechanic		
Location of work	AGH-Miryalguda.		
Period	From:	02-04-2025	To : 02-04-2025
Amount in Rs.	1500/-		
Amount in words	Fifteen hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
suman			

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.





2 April 2025 7:26 am

DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	2		
Account head			
Paid To	Motor mechanic.		
Towards/description of work	Toward at site near villa no 66 borewell motor not working checking and re installation with local motor mechanic		
Location of work	AGH-Miryalguda.		
Period	From:	04-04-2025	To : 04-04-2024
Amount in Rs.	1700/-		
Amount in words	Seventeen hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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.



4 April 2025 3:46 pm

DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	03		
Account head			
Paid To	Local labors		
Towards/description of work	Towards near villa no 66 motor and pipe removing and refixing with local labors		
Location of work	AGH-Miryalguda.		
Period	From:	04-01-2025	To : 04-01-2025
Amount in Rs.	1600/-		
Amount in words	Sixteen hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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.



4 April 2025 3:46 pm

DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	04		
Account head			
Paid To	Motor mechanic		
Towards/description of work	Toward at site septic tank motor not working checking with local motor mechanic		
Location of work	AGH-Miryalguda.		
Period	From:	05-04-2025	To : 05-04-2025
Amount in Rs.	1200/-		
Amount in words	Twelve hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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.





DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	5		
Account head			
Paid To	Local electrician		
Towards/description of work	Toward villa no 18 Generator back of checking with local electrician due to not working		
Location of work	AGH-Miryalguda.		
Period	From:	05-04-2025	To : 05-04-2025
Amount in Rs.	800/-		
Amount in words	Eight rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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.





3:22

DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	06		
Account head			
Paid To	Local plumber		
Towards/description of work	Toward villa no 68 bath room flush tank and wash area tap not working checking with local plumber		
Location of work	AGH-Miryalguda.		
Period	From:	08-04-2025	To : 08-04-2025
Amount in Rs.	800/-		
Amount in words	Eight hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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.



8 April 2025 8:22 am



DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	07		
Account head			
Paid To	Motor mechanic		
Towards/description of work	Toward at site near club house bore well starter checking with local motor mechanic due not working motor		
Location of work	AGH-Miryalguda.		
Period	From:	09-04-2025	To : 09-04-2025
Amount in Rs.	1000/-		
Amount in words	One thousand rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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.



9 April 2025 8:26 am



DEBIT VOUCHER

Company/Firm	AVR Gulmohar Welfare Association		
Project	AVR Gulmohar Homes		
Voucher no.	08		
Account head			
Paid To	Local mason		
Towards/description of work	Toward at site near villa no 62 to 66 side external compound wall bottom side holes packing local mason work		
Location of work	AGH-Miryalguda.		
Period	From:	10-04-2025	To : 10-04-2025
Amount in Rs.	1200/-		
Amount in words	Twelve hundred rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Suman			

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.



