Weekly - Petty cash /expense card statement.

Date:	Sign:	Appro	Amount credited by	11.	10.	9.	.∞	7.	6.	5	.4	ယ	2.	-	SLNo	From	Prepared by	Name
		Approved by:	nt to	Total					HVRD	HVRD	HVRD	HVRD	HVRD	HVRD	Debit	From period	red by	
		Di	&						HVRD	HVRD	HVRD	HVRD	HVRD	HVRD	Debit project	04.04.2025	Sobhan Babu	Sobhan Babu
4	7	Div. Manager	Transfo Other:												to	35	abu	abu
24 W/2024		ager	er to Ha							Towards	Towards	Towards	Towards	Toward	Descript			
77			apay card, □							Towards Tea & miscellaneous	Excavation	Towards MD Sir Visit purpose	Site office A	s Drinking w	Description of expense			
		Accountant	Transfer to expen							ellaneous	Towards Excavation person cash handover HO, Petrol purpose	t purpose	Towards Site office AC Repair maintance charges purpose.	Towards Drinking water person charges purpose	χ̈́ .	To period	Sign	Statement date
			se card,								ver HO,Pe		nce charges	s purpose		17.04.2025		17-04-2025
		Accounts Manager	\square Transfer to Haapay card, \square Transfer to expense card, \square Cash reimbursement, \square Tr \square Other:								trol purpose		purpose.			25		25
		MD	Transfer to personal a/c	1,390/-						300/- /	200/- /	240/- /	300/- /	350/- (Amount			
			rsonal a/c.		QY N	N N	N A	N N	N N	N N	N	N N	N N	Y	Bill enclosed			
					N	N	N A	N Y	N	N	N	N	N	Z Z	GST bill			

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 10,000/- per week

		DEBIT V	DEBIT VOUCHER		
Company/Firm	DTPL				
Project	HVRD				
Voucher no.					
Account head	Dept				
Credit to	Petty cash	sh			
Towards/description	Towards	Drinking water	Towards Drinking water person charges purpose	purpose	
of work					
Location of work					
Period	From:	04.04.2025		To:	17.04.2025
Amount in Rs.	350/-				
Amount in words	Three h	Three hundred fifty only.	ıly.		
Mode of payment	Cheque/trf no.	trf no.	Date		Bank
	2	The state of the s	3		
Prepared by	Approved by	ed by	Receivers name	ne	Receivers signature

work. hire charges, material may be printed/written overleaf. 4. Project may differ from location of Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour,

	DE	DEBIT VOUCHER	
Company/Firm	DTPL		
Project	HVRD		
Voucher no.			
Account head	Dept		
Credit to	Petty cash		
Towards/description	Towards Site office	Towards Site office AC Repair maintance charges purpose	purpose.
of work			
Location of work			
Period	From: 04.04.2025	025 To:	17.04.2025
Amount in Rs.	300/-		
Amount in words	Three hundred only.	only.	
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

hire charges, material may be printed/written overleaf. 4. Project may differ from location of Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour,

Company/Firm D1	DTPL		
	HVRD		
Voucher no.			
Account head Dept	pt		
Credit to Pe	Petty cash		
description	Towards Excavation person cash handover HO, Petrol purpose	son cash handover H	HO,Petrol purpose
Location of work			
Period Fr	From: 04.04.2025	1	To: 17.04.2025
Amount in Rs. 20	200/-		
Amount in words Tv	Two hundred rupees only.	only.	
Mode of payment Ch	Cheque/trf no.	Date	Bank
Prepared by Ar	Approved by	Receivers name	Receivers signature

hire charges, material may be printed/written overleaf. 4. Project may differ from location of Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour,

		DEBIT	DEBIT VOUCHER		
Company/Firm	DTPL				
Project	HVRD				
Voucher no.					
Account head	Dept				
Credit to	Petty cash	h			
Towards/description	Towards I	Towards MD Sir Visit purpose	rpose		
of work					
Location of work					
Period	From:	04.04.2025		To: 1	17.04.2025
Amount in Rs.	240/-				
Amount in words	Two hund	Two hundred fourty only.	nly.		
Mode of payment	Cheque/trf no.	rf no.	Date		Bank
Prepared by	Approved by	kg p	Receivers name	O	Receivers signature
	1	JA.			

work. hire charges, material may be printed/written overleaf. 4. Project may differ from location of Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour,

		DEBIT \	DEBIT VOUCHER		
Company/Firm	DTPL				
Project	HVRD				
Voucher no.					
Account head	Dept				
Credit to	Petty cash	h			
Towards/description of work	Towards	Towards Tea & miscellaneous	neous		
Location of work					
Period	From:	04.04.2025		To:	17.04.2025
Amount in Rs.	300/-				
Amount in words	Three hu	Three hundred rupees only.	only.		
Mode of payment	Cheque/trf no.	trf no.	Date		Bank
Prepared by	Approved by	d by	Receivers name	0	Receivers signature
		M			

Work hire charges, material may be printed/written overleaf. 4. Project may differ from location of Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour,