Weekly - Petty cash /expense card statement.

Name	Er Prasad	Statement date	17/4/25
Prepared by	Prasad	Sign	Prasad
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi Reality	Mirayaguda LUP	Mounting charges 'Bozo' Hoarding at Mirayaguda	3600	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			3600		

Amount to be credited by	Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.

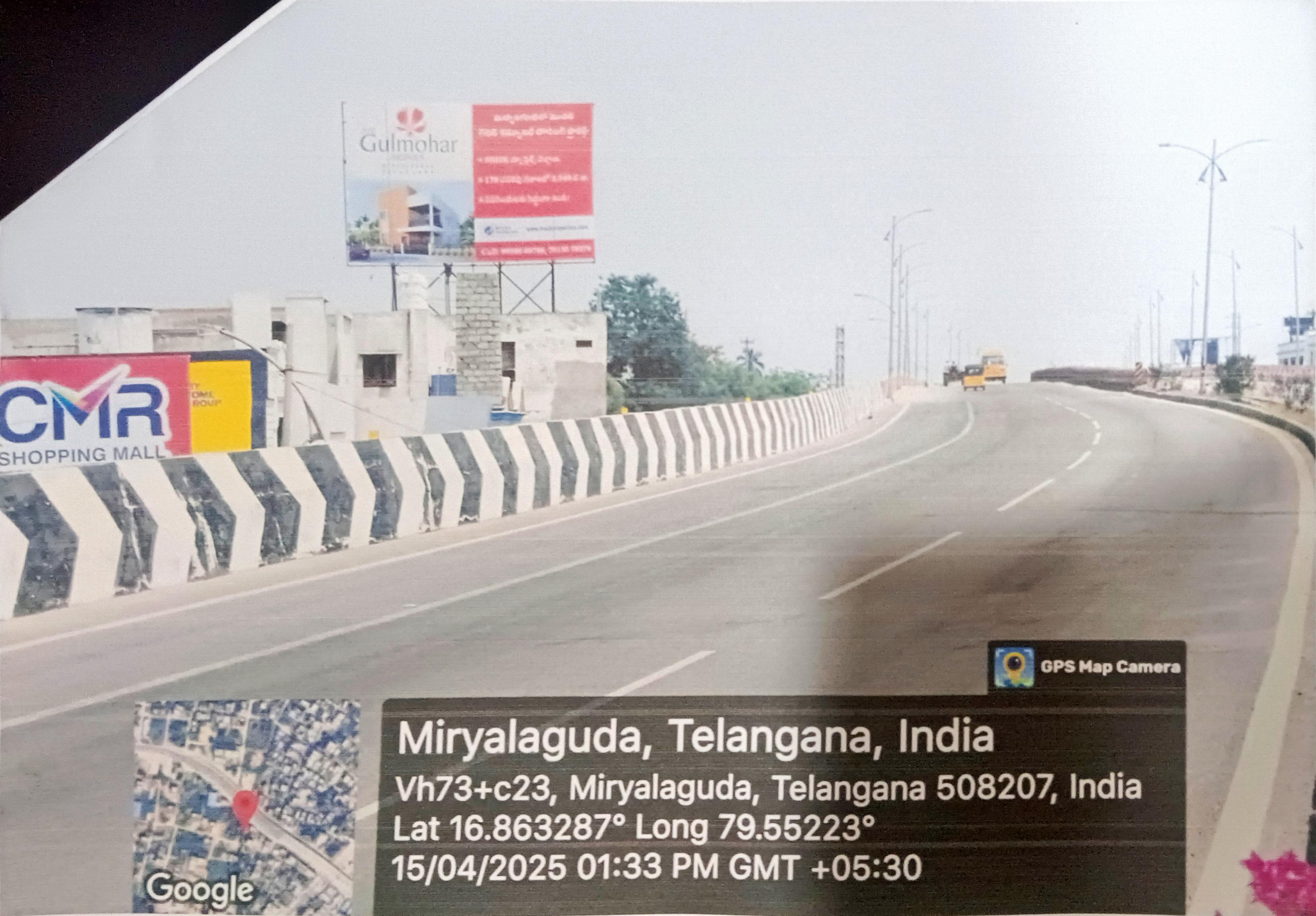
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	16/4/25			

APPROVED BY
16 APR 2025
E. PRASAD
MANAGER PROMOTION

Notes: 1. Scanned copy of this statement to be submitted before every Friday. 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

Paid to	Mauting CHARGES		
Towards/description of work	600sft + 6RS '30x20' Mounting CHARGES at MiRAYAGUDA Hoarding		
Location of work			
Amount in Rs.	3600/-		
Amount in words	three thousand Six Hundred only		
Mode of payment			
	Cheque/trf No.	Date 17/4/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

APPROVED BY
16 APR 2025
E. PRASAD
MANAGER PROMOTION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