

Weekly - Petty cash /expense card statement.

Name	Ch Ramesh		Statement date	Card No:4629 5254 2716 5716			
Prepared by	Ch Ramesh		Sign				
From period	11-04-2025		To period	18-04-2025			
Sl No	Debit company	to	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Modi Realty		Miryalaguda UP	Food expenses to Venkatramana	1,400 ~	☐ Y ☐ N	☐ Y ☐ N
2.				Sir for site visits on 08-04-25,		☐ Y ☐ N	☐ Y ☐ N
3.				09-04-25 and 11-04-25		☐ 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	one thousand four hundred only			1,400 ~		
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:		14/4/25					

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 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. MDs approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 9-4-2025

Paid to <u>Hotels</u>				Rs.	Ps.
towards <u>Food Expenses for Venkatramana</u>				<u>600 = 00</u>	<u>00</u>
<u>Reddy & Saikiran(OC) Niryalaguda site-</u>					
<u>visit on 08-04-2025.</u>					
Rupees <u>Six Hundred only</u>					
Paid by <u>Cheque</u>	Cheque No.	Dated	Drawn on Bank		
<u>Cash</u>				<u>600 = 00</u>	<u>00</u>

Prepared by

Approved by

Receiver's Signature



DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 12-04-2025

Paid to <u>Hotels</u>				Rs.	Ps.
towards <u>Food Expenses for Venkateswara</u>				<u>400 = 00</u> /	
<u>Reddy Miryalaguda Site Visit on</u>					
<u>11-04-2025</u>					
Rupees <u>Four Hundred only.</u>					
Paid by <u>Cheque</u>	Cheque No.	Dated	Drawn on Bank		
<u>Cash</u>				<u>400 = 00</u>	

Prepared by

Approved by

Receiver's Signature

Vary

DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 16/4/2025

Paid to <u>Hotels</u>	Rs.	Ps.
towards <u>Food Expenses for Venkatraman</u>	<u>400</u>	<u>00</u>
<u>Reddy for miryalaguda Site visit</u>		
Rupees <u>Four hundred only</u>		
Paid by <u>Cheque</u>	Cheque No.	Dated
<u>Cash</u>		
	Drawn on Bank	
	<u>400</u>	<u>00</u>

Prepared by

Approved by

Receiver's Signature

