

DEBIT VOUCHER

Company/Firm		AGIH (Miyaganda)		Project		AYR Galmahar.		Voucher No.		Account head		Paid to		Towards/description of work		Location of work		Amount in Rs.		Amount in words		Mode of payment		Cheque/trf No.		Date		Bank		Prepared by		Approved by		Receivers Name		Receivers Signature	
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APPROVED BY

17 APR 2025

S. SUNIL KUMAR
Asst Project Manager (O.C)

Weekly - Petty cash / expense card statement.

Name		S. Sund Kumar		Statement date		17/4/25.	
Prepared by		S. Sund Kumar		Sign			
From period		11/4/25		To period		12/4/25.	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	AGH	AVR Gudmalas	Food Expenses.	400/-	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			400/-			

Amount to be credited by

Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c, Other:

Approved by:

Div. Manager

Accountant

Accounts Manager

MD

Sign:

Date: 17/4/25

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and sent to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement of petty cash. 4. Original statement with vouchers of last week is not received without 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.

S. SUNIL KUMAR
Asst Project Manager (A.C)