

Weekly - Petty cash / expense card statement

Name	E. Ptasco		Statement date	24/4/25		
Prepared by	Ptasco		Sign	Ptasco		
From period			To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1	Meal: Ptasco	Restaurant	645 STM barboards Ac/3m	6726	Y N	Y N
2			Sheet 10052 barboards		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			6726		
Amount to be credited by	Transfer to Happy card		Transfer to expense card	Cash reimbursement	Transfer to personal a/c	
Approved by:	Other:	Div. Manager	Accountant	Accounts Manager	MID	
Sign:						
Date:						

Notes: 1. Signed copy of this statement to be attached before 2.5 hours of the end of the week to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of signed statement on Sunday. 4. If required submission to be received withhold further payment and salary. 5. Employees 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. 7. 1000/- per week. 8. 1000/- per week. 9. 1000/- per week.

APPROVED BY
MANAGER Ptasco
24 APR 2025

DEBIT VOUCHER			
Company/Firm	MOD: Beauty Pacharam WP		
Project	NGH		
Voucher No.			
Account head			
Paid to	LePareshi Digital		
Towards/description of work	A0 size foam boards '6x3' 5MM foam boards ACP 3MM sheet		
Location of work			
Amount in Rs.	6726/-		
Amount in words	Six thousand Seven Hundred Twenty Six only		
Mode of payment			
	Cheque/trf No.	Date 24/4/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
U. N. W. S.			


APPROVED BY
 24 APR 2025
 E. PRASAD
 MANAGER PROMOTION



**Lepakshi
Digitals**

Complete Sign Solutions

Shop No. 1,2, H.No.11-34, Beside Bus Stop,
Annapurna Enclave, Behind Kanaka Durga Wines
Near Sathyanarayana Colony, Road No. 13,
Nagaram, Keesara Mdl., Medchal-Malkajgiri Dt.
Mobile : 9000123245
E-mail : lepakshidesign@gmail.com

JOB CARD

651

S.No. :

Date : 21/04/2025

To
M/s. *Mori Realty Pocharam LLP*
..... *MG Road Hyderabad.*

Sl. No.	PARTICULARS	QTY	RATE	AMOUNT	
				Rs.	Ps.
1-	6x3 5mm Foam board with eco Salient.	1	2520	2520	
2.	ACP 3mm Sheet with eco Salient	2	1128	2256	
3.	A0 Size Foam board with eco Salient.	1	1950	1950	
Rupees in Words : <i>Six Thousand Seven Hundred Twenty Six</i>				6726	

APPROVED BY

24 APR 2025

For Lepakshi Digitals

Receiver's Signature

**E. PRASAD
MANAGER PROMOTION**

Authorized Signature