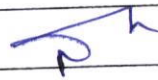
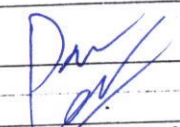


Weekly - Petty cash /expense card statement.

Name		Ch Ramesh		Statement date	Card No:4629 5254 2716 5716		
Prepared by		Ch Ramesh		Sign			
From period				To period			
SI No	Debit company	to	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MCMET		MCMET	Purchase of Stamp papers	1120	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
2.	/		/	/	/	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
3.	/		/	/	/	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
4.	/		/	/	/	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
5.	/		/	/	/	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
6.	/		/	/	/	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
7.	/		/	/	/	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
8.	/		/	/	/	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
9.	/		/	/	/	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
10.	/		/	/	/	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
11.	Total				1120		
Amount to be <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c. <input type="checkbox"/> Other:							
Approved by:		Div. Manager		Accountant	Accounts Manager	MD	
Sign:							
Date:							

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

MCMET

Voucher No. _____

Date: 26/4/25

A/c. _____

			Rs.	Ps.
Paid to	Sec'ry's room		1120	-
towards	purchase of stamp paper 8 nos			
Rupees	One thousand 11 hundred twenty only			
Paid by	Cheque	Cheque No.	1120	-
	Cash			
		Dated		
		Drawn on Bank		

Prepared by

Approved by

Receiver's Signature