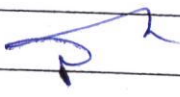
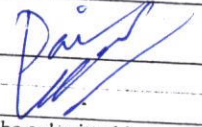


Weekly - Petty cash /expense card statement.

Name	Ch Ramesh		Statement date	Card No:4629 5254 2716 5716		
Prepared by	Ch Ramesh		Sign			
From period			To period			

Sl No	Debit company	to	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AVRC		AVRC	Regd Post	40	☐ Y ☐ N	☐ Y ☐ N
2.	AVRC		AVRC	Purchase of stamp papers	1120	☐ 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.						☐ Y ☐ N	☐ Y ☐ N
11.	Total					☐ Y ☐ N	☐ Y ☐ N

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:				1160
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

B.V.P.C

Voucher No. _____

A/c. _____ Date: 24/4/25

Paid to <u>Sachin Gaur</u>				Rs.	Ps.
towards <u>Purchase of Stamp Papers 8 Nos</u>				1120	✓
Rupees <u>one Thousand and twenty only</u>				1	
Paid by <u>Cheque</u>	Cheque No.	Dated	Drawn on Bank		
<u>Cash</u>				1120	✓

Prepared by

[Signature]

Approved by

Receiver's Signature

[Signature]

DEBIT VOUCHER

G V R

Voucher No. _____

A/c. _____

Date : 26/4/25

Paid to GPO

towards Regd Post 1 No regd notice to telegraph

Rupees Forty only

Rs. Ps.

40
1

Paid by Cheque
Cash

Cheque No.

Dated

Drawn on Bank

40

Prepared by

[Signature]

Approved by

Receiver's Signature

<Dial 1800266688><Wear mask - Stay Safe>

airtel

RN037062745IN IVN:827803706274

RL GANDHINAGAR S.O <500080>

India Post

Counter No:1,21/04/2025,12:51

To:PROTIKSHA LIFE EQUI.,

PIN:600056, Poonamallee SO

From:HA LATEEF, HYD

Wt:50gms Ack Fee:3.00,REG=17.0

Amt:41.30,Tax:6.30,Amt.Paid:41.00(Cash)

<Track on www.indiapost.gov.in>