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 to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GVRC	GVRC	Regd Post	40	☐Y ☐N	☐Y ☐N
2.	GVRC	GVRC	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			1160	☐Y ☐N	☐Y ☐N

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:				

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 receipted 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

GVRC

Voucher No. ______________

A/c. ______________ Date : 26/4/25

Paid to Secbad Court	Rs.	Ps.
towards Purchase of Stamp Papers 8 Nos	1120	–
Rupees one Thousand one hundred twenty only		
Paid by Cheque/Cash — Cheque No. — Dated — Drawn on Bank	1120	–

Prepared by   Approved by   Receiver's Signature

DEBIT VOUCHER

GVPC

Voucher No. ____________

A/c. ____________

Paid to GPO Date : 26/4/25	Rs.	Ps.
towards Regd Post : No regal notice to lateef	40	
Rupees Forty only		
Paid by Cheque/Cash	Cheque No.	Dated	Drawn on Bank	40	

Prepared by

Approved by

Receiver's Signature

<Dial 18002666868><Wear mask -Stay safe>

भारतीय डाक

India Post

RN037062745IN IVR:B27803706274

RL GANDHINAGAR S.O <500080>

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

To:PROTIKSHA LIFE EQUI,.

PIN:600056, Poonamallee SO

From:MA LATEEF ,HYD

Wt:60gms Ack Fee:3.00,REG=17.0

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

<Track on www.indiapost.gov.in>