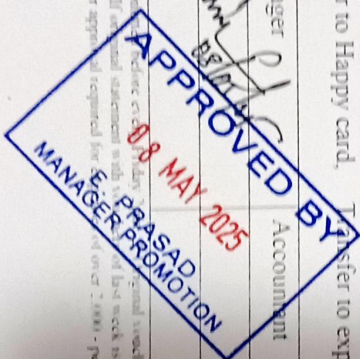


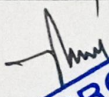
Weekly - Petty cash / expense card statement.

Name	UPNKA MOHAN		Statement date	8/5/25		
Prepared by	UPNKA		Sign	UPNKA		
From period		To period				
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.			UPNKA MOHAN, Kauri Kaulak	19.00	Y N	Y N
2.			Cyber Brothers Reaction activity 35th		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			19.00		
Amount to be credited by		Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c				
Approved by:		Div. Manager	Accountant	Accounts Manager	MD	
Sign:						
Date:						

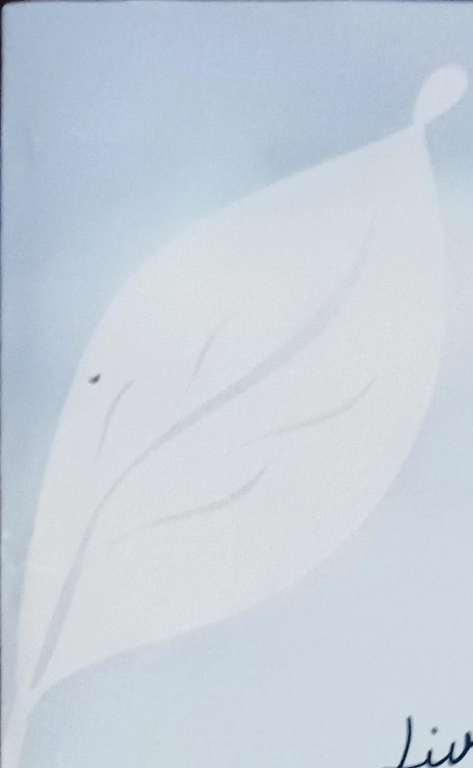
Notes: 1. Scanned copy of this statement to be submitted to the respective credit/ debit account holders to be attached to this statement and send to respective accountant by Monday. 2. Accountants to make payment on receipt of scanned statement on Saturday. 3. If original statement with bill is not received within 1 week is not received without further payment and salary. 4. Employee must maintain photocopy of all bills vouchers for 3 months. 5. Division manager and accounts manager approval required for expenses of over ₹ 1000/- per week. MDs approval is required for expenses of over ₹ 10000/- per week.



DEBIT VOUCHER

Company/Firm	MEHAS HOD: Reel 4/10/2025 up		
Project	CHT		
Voucher No.			
Account head			
Paid to	CHT Brothers Distribution		
Towards/description of work	Kic Road 500 no, CHT Brothers Promotion activity at National mand		
Location of work			
Amount in Rs.	1950/-		
Amount in words	One thousand Nine Hundred fifty and		
Mode of payment			
	Cheque/trf No.	Date 8/5/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad			

APPROVED BY
08 MAY 2025
E. PRASAD
MANAGER PROMOTION



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