

Weekly - Petty cash /expense card statement.

Name		E. Prasad		Statement date		8/5/24	
Prepared by		Prasad		Sign		Prasad	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Mod: Kitchen materials		5m 84y floor boards	2340	Y N	Y N	
2.					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			2340			
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	MD
Sign:							
Date:							

APPROVED BY
08 MAY 2025
E. PRASAD
MANAGER PROMOTION

Notes: 1. Scanned copy of this statement to be submitted before every 1st of the month. 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 is not received within the specified time, further payment and salary. 5. Employees must maintain photocopy of all bills / vouchers for 3 months. 6. The team 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

Company/Firm	MOD: Ready made UP		
Project	YHR		
Voucher No.			
Account head			
Paid to	Lepakshi Digital		
Towards/description of work	SHH '24' team boards with eco solvent 45 NO,		
Location of work			
Amount in Rs.	2340/-		
Amount in words	Two thousand three hundred forty only		
Mode of payment			
	Cheque/trf No.	Date 2/5/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
YHR			

APPROVED BY
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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

To
M/s. M. S. K. Realities, Malkajgiri
Up.

JOB CARD

S.No. 679

Date : 8/05/2025

Sl. No.	PARTICULARS	QTY	RATE	AMOUNT	
				Rs.	Ps.
	5mm 8/4 inches brown board with eco-solvent	45	52	2340	
Rupees in Words : <u>Two thousand</u> <u>three hundred and forty</u>		TOTAL		2,340	

rupees only.

For **Lepakshi Digital**

Receiver's Signature

Authorised Signature