DEBIT VOUCHER			
Company/Firm	May flower platinum welfare association		
Project	MPL		
Voucher no.			
Account head	G.Rajesh		
Paid to	Ramulu		
Towards/description of work	Towards common area garbage collecting		
Location of work	Mallapur		
Amount in Rs.	600/-		
Amount in words	Six Hundred Rupees		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	09-05-2025	
Prepared by	Approved by	Receivers name	Receivers signature

DEBIT VOUCHER			
Company/Firm	May flower platinum welfare association		
Project	MPL		
Voucher no.			
Account head	G.Rajesh		
Paid to	Narayana		
Towards/description of work	Towards A-302 hole packing work done.		
Location of work	Mallapur		
Amount in Rs.	800/-		
Amount in words	One Thousand Rupees		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	09-05-2025	
Prepared by	Approved by	Receivers name	Receivers signature

Weekly - Petty cash /expense card statement.

Name	G.Rajesh	Statement date	09-04-2025
Prepared by	G.Rajesh	Sign	
From period	01.05.2025	To period	09.05.2025

SI.No	Debit	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPWA	MPWA	Towards A-302 Hole packing work done	800/-	Y N	Y N
2.	MPWA	MPWA	Towards A-302 False ceiling removing & re fixing work done	800/-	Y N	Y N
3.	MPWA	MPWA	Towards septic tank cleaning work done	600/-	Y N	Y N
4.	MPWA	MPWA	Towards tea,biscuit,250ml water bottle meeting on 04/05/2025.	1350/-	Y N	Y N
5.	MPWA	MPWA	Towards common area garbage collecting	600/-	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			4150/-		

Amount to be credited by	Transfer to Haapay card, 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. M33 s approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER			
Company/Firm	May flower platinum welfare association		
Project	MPL		
Voucher no.			
Account head	G.Rajesh		
Paid to	Raju		
Towards/description of work	Towards tea,biscuit,250ml water bottle meeting on 04/05/2025.		
Location of work	Mallapur		
Amount in Rs.	1350/-		
Amount in words	One Thousand Three Hundred And Fifty Rupees		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	09-05-2025	
Prepared by	Approved by	Receivers name	Receivers signature

DEBIT VOUCHER			
Company/Firm	May flower platinum welfare association		
Project	MPL		
Voucher no.			
Account head	G.Rajesh		
Paid to	Raju		
Towards/description of work	Towards septic tank cleaning work done.		
Location of work	Mallapur		
Amount in Rs.	600/-		
Amount in words	One Thousand Rupees		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	09-05-2025	
Prepared by	Approved by	Receivers name	Receivers signature

DEBIT VOUCHER			
Company/Firm	May flower platinum welfare association		
Project	MPL		
Voucher no.			
Account head	G.Rajesh		
Paid to	yousuf ali		
Towards/description of work	Towards A-302 false celing & re fixing work done.		
Location of work	Mallapur		
Amount in Rs.	800/-		
Amount in words	One Thousand Rupees		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	09-05-2025	
Prepared by	Approved by	Receivers name	Receivers signature