

Senior

Weekly - Petty cash /expense card statement

Name	D. Sharma - General			Statement date	15/05/24
Prepared by	D. Sharma - General			Sign	
From period				To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	G.V. R.C.	PVT. LTD.	SUPER CAR A/C SERV CHG (1500)	7200	☒	☒
2.			SIC - no. 399		☐	☐
3.					☐	☐
4.					☐	☐
5.					☐	☐
6.					☐	☐
7.					☐	☐
8.					☐	☐
9.					☐	☐
10.					☐	☐
11.					☐	☐
Amount to be credited by				Total:	7200 ✓	
Approved by:				☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:		
Sign:		Div. Manager		Accountant		MD
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

G. V. & P. Ltd

Voucher No. _____

A/c. _____

Date : 12/05/24

Paid to		SUPPL CAN ALL SERVICE CHARGE		Rs.		Ps.	
towards		AT WORKING FOR ALTO CAN		7200 00			
		RS 1067 8370 amount 399					
Rupees		Seven thousand Two hundred					
Paid by		Cheque		7200 00		7200 00	
		Cash					
Cheque No.		APPROVED BY		Dated		Drawn on Bank	

Prepared by

Approved by
G. JAI KUMAR
13 MAY 2025
AGM-HH

Receiver's Signature



Entered by

Entered by

Receiver's signature



13 MAY 2052

Paid by	Cash	Cheque	Cheque no.	Dated	Drawn on Bank	5500	10
						S	
Rupees 5500 - Five thousand 100/1000							
100/1000 5500 - Five thousand 100/1000							
100/1000 5500 - Five thousand 100/1000							
Rupees 5500 - Five thousand 100/1000						5500 00	
Paid to						Rs	55

No.

Date

13/05/52

Debit no.

DEBIT VOUCHER

PAID TO BANK

Cell : 9866049584
9346431186

Super CAR A/C. SERVICE CENTRE

Spl. in : Mobile Car Air Condition, A/c., Buses and Trucks
Shop No. 9/A, B-Block, Budha Bhavan Complex, Sanjeevayya Park Road,
Tank Bund, Secunderabad, T.S.

To G.V. Research Centers

399

No.

Date

Vehicle No. TS.10EX8370

CASH BILL

Sl. No.	PARTICULARS	Qty.	RATE.	AMOUNT
①	Pressure testing			1400 -
②	Compressor oil 1 gm			3200 -
③	Charging			500 -
④	Thorough mobile			1400 -
⑤	Working chip			700 -
⑥	Labour			7200 -
			TOTAL	7200 -

APPROVED BY
17 MAY 2025
G. JAI KUMAR
AGM-HR & Admin

NO GUARANTY
WARRANTY

For SUPER CAR A/C. SERVICE CENTRE
M. S. S. S.

NO

ORIGINAL
SUBMIT

ENTRANCE CARD SERVICE CENTRE

NAME

TO

5052

NAME

DATE

NAME

DATE

NAME

ENTRANCE CARD SERVICE CENTRE

ENTRANCE CARD SERVICE CENTRE

DATE

DATE