DEBIT VOUCHER			
Company/Firm	May flower platinum welfare association		
Project	MPL		
Voucher no.			
Account head	G.Rajesh		
Paid to	Amazon		
Towards/description of work	Towards New site office work purpose.		
Location of work	Mallapur		
Amount in Rs.	499/-		
Amount in words	Four Hundred And Ninty nine Rupees		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	16-05-2025	
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		
Towards/description of work	Towards A-308 bathroom PVC false ceiling removing work done.		
Location of work	Mallapur		
Amount in Rs.	400/-		
Amount in words	Four Hundred Rupees		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	16-05-2025	
Prepared by	Approved by	Receivers name	Receivers signature

Weekly - Petty cash /expense card statement.

Name	G.Rajesh	Statement date	16-05-2025
Prepared by	G.Rajesh	Sign	
From period	10.05.2025	To period	16.05.2025

SI.No	Debit	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPWA	MPWA	Towards New site office work purpose.	499/-	Y N	Y N
2.	MPWA	MPWA	Towards A-308 bathroom PVC false ceiling removing work done.	400/-	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
7.					Y N	Y N
8.					Y N	Y N
9.					Y N	Y N
10.	Total			899/-		

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:		Towards North -west bore pump pulling work purpose		

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