Weekly - Petty cash /expense card statement.

Name	GV Research Centre Pvt.Ltd.	Statement date	16.05-2025
Prepared by	P.Sai kumar reddy	Sign	
From period	08-05-2025	To period	15-05-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GVRC		Towards payment for petrol for site expenses durng week.	300/-	▯Y ▯N	▯Y ▯N
	Total			300/-		

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:	for Ramy			
Date:	16/5/25			

00Notes: 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 originall 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			
Company/Firm	Innopolis		
Project	GVRC		
Voucher no.			
Account head			
Credit to	P.Sai kumar reddy		
Towards/description of work	Towards payment for petrol for site expenses during week.		
Location of work			
Period	From: 08.05.2025		To: 15.05.2025
Amount in Rs.	300/-		
Amount in words	Three hundred rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
R. Sai kumar	for [signature] 16/05/25		

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

Bharat Petroleum

Welcomes You

SREE KASHIVISHWANATH SER
THURKAPALLY VILL
MEDCHAL DIST
Tel. No.: TELANGANA

Receipt No.: E4989
Local ID : 00123231
FIP No. : 01
Nozzle No. : 03
Product : Petrol
Density : 753.1Kg/Cu.mtr
Preset Type: Amount
Rate(Rs/L) : 107.49
Volume(L) : 00000.93
Amount(Rs) : 00100.00
Atot: 00460931071.54
Vtot: 00000448866.51

Vehicle No: Not Entered
Mobile No : Not Entered

Date : 15/05/25 Time: 11:52

CST No : 36APOPP0590F1ZN
LST No :
VAT No :
ATTENDANT ID : Not Available
FCC DATE : Not Available
FCC TIME : Not Available

Thank You! Please Visit Again.

Bharat Petroleum

Welcomes You

SREE KASHIVISHWANATH SER
THURKAPALLY VILL
MEDCHAL DIST
Tel. No.: TELANGANA

Receipt No.: E5820
Local ID : 00497789
FIP No. : 02
Nozzle No. : 04
Product : Petrol
Density : 753.1Kg/Cu.mtr
Preset Type: Amount
Rate(Rs/L) : 107.49
Volume(L) : 00000.93
Amount(Rs) : 00100.00
Atot: 01040516369.66
Vtot: 00000988586.99

Vehicle No: Not Entered
Mobile No : 9921

Date : 13/05/25 Time: 12:48

CST No : 36AP0PP0590F1ZN
LST No :
VAT No :
ATTENDANT ID : Not Available
FCC DATE : Not Available
FCC TIME : Not Available

Thank You! Please Visit Again..

Bharat Petroleum

Welcomes You

SREE KASHIVISHWANATH SER
THURKAPALLY VILL
MEDCHAL DIST
Tel. No.: TELANGANA

Receipt No.: E6370
Local ID : 00498272
FIP No. : 02
Nozzle No. : 04
Product : Petrol
Density : 753.1Kg/Cu.mtr
Preset Type: Amount
Rate(Rs/L) : 107.49
Volume(L) : 00000.93
Amount(Rs) : 00100.00
Atot: 01040615244.34
Vtot: 00000989506.84

Vehicle No: Not Entered
Mobile No : Not Entered

Date : 14/05/25 Time: 10:26

CST No : 36APOPP0590F1ZN
LST No :
VAT No :
ATTENDANT ID : Not Available
FCC DATE : Not Available
FCC TIME : Not Available

Thank You! Please Visit Again..