

Weekly - Petty cash /expense card statement.

Name		Sobhan Babu		Statement date		22-05-2025	
Prepared by		Sobhan Babu		Sign			
From period		18.04.2025		To period		15.05.2025	
Sl.No	Debit	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	HVRD	HVRD	Towards Drinking water person charge's purpose.	800/- ✓	☐ Y ☐ N	☐ Y ☐ N	
2.	HVRD	HVRD	Towards Tea & miscellaneous	400/- ✓	☐ Y ☐ N	☐ Y ☐ N	
3.	HVRD	HVRD	Towards Excavation person cash handover HO, Petrol purpose (At 25/4/2025)	200/-	☐ Y ☐ N	☐ Y ☐ N	
4.	HVRD	HVRD			☐ Y ☐ N	☐ Y ☐ N	
5.	HVRD	HVRD			☐ 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			1,400/-			

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
Sign:			
Date:	22/5/2025		

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. M33 s approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER

Company/Firm	DTPL		
Project	HVRD		
Voucher no.			
Account head	Dept		
Credit to			
Towards/description of work	Towards Drinking water person charge's purpose.		
Location of work			
Period	From:	18.04.2025	To: 15.05.2025
Amount in Rs.	800/-		
Amount in words	Eight hundred only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
			

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.

DEBIT VOUCHER

Company/Firm	DTPL		
Project	HVRD		
Voucher no.			
Account head	Dept		
Credit to			
Towards/description of work	Towards Tea & miscellaneous		
Location of work			
Period	From:	18.04.2025	To: 15.05.2025
Amount in Rs.	400/-		
Amount in words	Four hundred only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

DEBIT VOUCHER

DEBIT VOUCHER					
Company/Firm	DTPL				
Project	HVRD				
Voucher no.					
Account head	Dept				
Credit to					
Towards/description of work	Towards Excavation person cash handover HO, Petrol purpose				
Location of work					
Period	From:	18.04.2025	To:	15.05.2025	
Amount in Rs.	200/-				
Amount in words	Two hundred only.				
Mode of payment	Cheque/trf no.		Date		Bank
Prepared by	Approved by		Receivers name		Receivers signature

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.