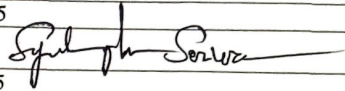


Weekly - Petty cash /expense card statement.

Name	MCMET		Statement date	29-05-25		
Prepared by	Sarwar		Sign			
From period	20-05-25		To period	29-05-25		

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed ☐ Y ☐ N	GST bill ☐ Y ☐ N
1.	Manilal C modi memorial hospital	MCMET	Being cash payment for cement unloading from the dcm to the store (Hamali charges) 150 bags x 6 = 900/-	900	☐ Y ☐ N	☐ Y ☐ N
2.	Manilal C modi memorial hospital	MCMET	Being cash payment for L angle hole for door frame bottom patti - total 100 holes on 50mpal anle patti.	1000	☐ 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
8.	Total			1,900/-		

Amount to be credited by ☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.

Approved by:  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 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

Company/Firm	MCMET		
Project	MANILAL MODI MEMORIAL HOSPITAL		
Voucher no.			
Account head			
Payment to	Hamali		
Towards/description of work	Being cash payment for cement unloading from the dcm to the store (Hamali charges) 150 bags x 6 = 900/-		
Location of work	BRGV		
Period	From:	20-05-25	To : 29-05-25
Amount in Rs.	900		
Amount in words	Nine hundred rupees only.		
Mode of payment	Request no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Sarwar	APPROVED BY 29 MAY 2025 SYED SOLAM ASST PROJECT MANAGER BRGV PVT. LTD.	Lalu	

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.



work. *[Signature]* may be printed written overleaf. 4. Project may differ from location of

DEBIT VOUCHER

Company/Firm	MCMET		
Project	MANILAL MODI MEMORIAL HOSPITAL		
Voucher no.			
Account head			
Payment to	Welding shop		
Towards/description of work	Being cash payment for L angle hole for door frame bottom patti - total 100 holes on 50mpal anle patti.		
Location of work	BRGV		
Period	From:	20-05-25	To : 29-05-25
Amount in Rs.	1000		
Amount in words	One thousand rupees		
Mode of payment	Cheque/Trf no.	Date	Bank
Bank Payment			
Prepared by	Approved by	Receivers name	Receivers signature
Sarwar	APPROVED BY 23 MAY 2025 SYED GOLAM SARWAR ASST. PROJECT MANAGER BRGV PVT. LTD.	Lalu	

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.