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	GST bill
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. ☐ Other			
Approved by:	Division Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

APPROVED BY
29 MAY 2025
SYED GOLAM SARWAR
ASST. PROJECT MANAGER
BRGV. P.

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. 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	Cheque/trf no.	Date	Bank	
Bank Payment				
Prepared by	Approved by	Receivers name	Receivers signature	
Sarwar		Lalu		

APPROVED BY
29 MAY 2025
SYED GOLAM SARWAR
ASST. PROJECT MANAGER
BRGV. PVT. LTD.

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.

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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		Lalu			

APPROVED BY
29 MAY 2025
SYED GOLAM SARWAR
ASST. PROJECT MANAGER
BRGV. PVT. LTD.

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