Weekly - Petty cash /expense card statement.

Name	SOWA	Statement date	05-06-25
Prepared by	K.Tulasi Rani	Sign	
From period	29-05-25	To period	04-06-25

1	SOWA	SOV	Towards buying petrol for Garden machine for Footpath and amphi theater customer complaints attending purpose part I to III	400/-	☐Y ☐N	☐Y ☐N
2	SOWA	SOV	Towards Purchasing of Engine oil for garden machine	250/-	☐Y ☐N	☐Y ☐N
3	SOWA	SOV	Towards Purchasing of Trimmer line for garden machine	826/-	☐Y ☐N	☐Y ☐N
4					☐Y ☐N	☐Y ☐N
5						
			Total amount	1476/-		

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:	APPROVED BY			
Date:	05 JUN 2025 K. PURSHOTHAM Project Manager (Silver Oak Villas Part-III)			

per week

TAX INVOICE
CASH MEMO

Phone : 27542241
: 27538130

SHAH ENTERPRISES

Agricultural & Horticultural Equipments
5-2-153, RASHTRAPATHI ROAD, SECUNDERABAD - 500 003.
E-mail : pbshahhyd@gmail.com
Website : www.pbshah.com

No. 8799 Date 30/5/25

M/s. Sliver oak owners welfare Association

GST No.

PARTICULARS	Qty.	Rate	Amount Rs.	P.
Trimmer Line	1no		700	00

INWARD
Inward No. 1025 Dt: 05/6/25
MRN No:
Received By:
Sign:
Silver Oak Villas-Part-III

All disputes Subject to Secunderabad Jurisdiction. Goods once sold will not be taken back or exchanged.

GST No. : 36AITPS2221C1ZB

TOTAL	700	00
SGST @ 9%	63	00
CGST @ 9%	63	00
IGST @		
G. TOTAL	826	00

Receiver's Signature

Signature

DEBIT VOUCHER				
Company/Firm	SOWA			
Project	SOV-I			
Voucher no.	1			
Account head	P.Ramesh			
Paid to	K.purshotham			
Towards/description of work	Towards buying petrol for Garden machine for Footpath and amphi theater customer complaints attending purpose part I to III			
Location of work	Part I to III			
Period	From:	29-05-25	To:	21-05-25
Amount in Rs.	400/-			
Amount in words	Four Hundred Rupees 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.

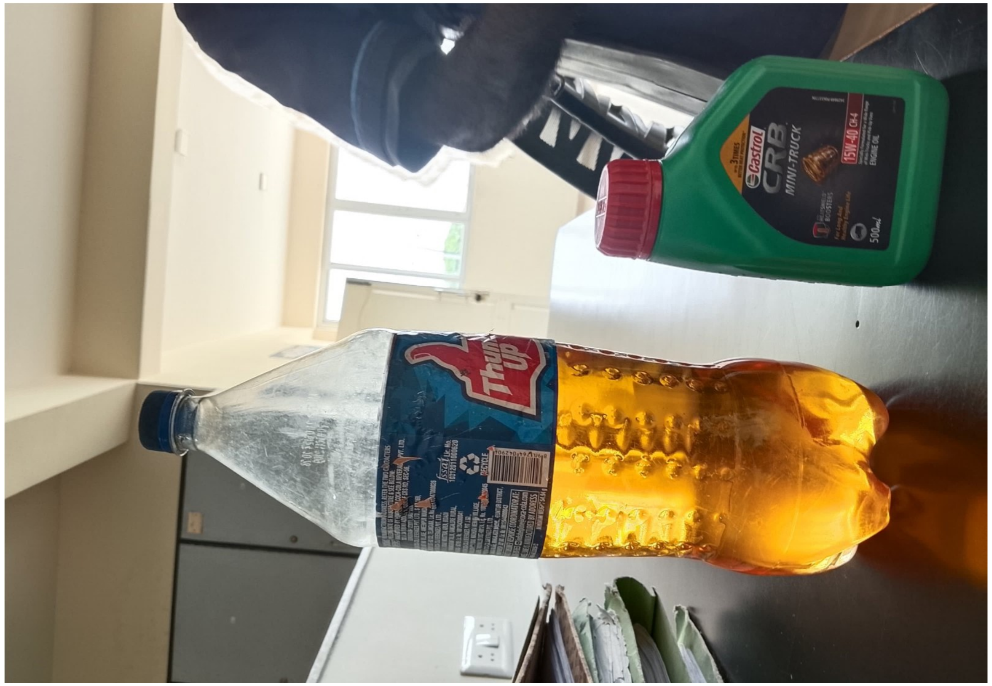
DEBIT VOUCHER				
Company/Firm	SOWA			
Project	SOV-I			
Voucher no.	2			
Account head	P.Ramesh			
Paid to	K.purshotham			
Towards/description of work	Towards Purchasing of Engine oil for garden machine			
Location of work	SOWA			
Period	From:	29-05-25	To:	21-05-25
Amount in Rs.	250/-			
Amount in words	Two Hundred and Fifty Rupees 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	SOWA		
Project	SOV- I		
Voucher no.	3		
Account head	P.Ramesh		
Paid to	K.Purshotham		
Towards/description of work	Towards Purchasing of Trimmer line for garden machine		
Location of work	Club house		
Period	From: 29-05-25	To: 21-05-25	
Amount in Rs.	826/-		
Amount in words	Eight Hundred and Twenty six Rupees 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.

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


Castrol
CRB
MINI-TRUCK
15W-40
ENGINE OIL
Thums Up


Thums Up