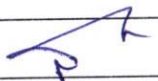


Weekly - Petty cash /expense card statement.

Name		Ch Ramesh		Statement date	Card No:4629 5254 2716 5716		
Prepared by		Ch Ramesh		Sign			
From period				To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Gure	Gure	Cash buy purchase	2200	☐ Y ☐ N	☐ Y ☐ N
2.	/	/	/	/	☐ 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.	/	/	/	/	☐ Y ☐ N	☐ Y ☐ N
9.	/	/	/	/	☐ Y ☐ N	☐ Y ☐ N
10.	/	/	/	/	☐ Y ☐ N	☐ Y ☐ N
11.	Total			2200		

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

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	08/05/23			

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

G. V. Research Centers (P) Ltd

Voucher No. _____

A/c. _____

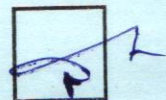
Date : 6/6/25

				Rs.	Ps.	
Paid to <u>Sci. Monica bags</u>				2200		
towards <u>cash bags Purchase</u>						
Rupees <u>Two Thousand and Two Hds only</u>						
Paid by	<u>Cheque</u> Cash	Cheque No. 	Dated 	Drawn on Bank 	2200	0

Prepared by

Approved by

Receiver's Signature



Ph : 9440723967

SAI MONICA BAGS

7-1-532/3, Bandimet, Maruthi Veedhi,
Opp. Rama Lodge, Secunderabad - 03. T.S.

No.

Date 6/6/25

M/s.

	Qty	Particulars	Rate	Amount	
				Rs.	P.s
10		canary cash bags	220/-	2200-00	
			TOTAL	2200-00	

For SAI MONICA BAGS