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. | GVPE | GVPE | Cash by 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: | 08/06/23 | | | |

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 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

G. V. Research Centers (P) Ltd

Voucher No. ______

A/c. ______ Date : 6/6/25

| Paid to Sri Monica bags | Rs. | Ps. |
|---|---|---|
| towards cash bags Purchase | 2200 | |
| | | |
| | | |
| Rupees Two Thousand only Two Hundred Only | | |
| | | |
| Paid by Cheque / Cash — Cheque No. ___ Dated ___ Drawn on Bank ___ | 2200 | -0- |

Prepared by

Approved by

Receiver's Signature

~~ESTIMATE~~

OM SAI RAM

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. Ps |
|---|---|---|---|
| 10 | Canvay cash bags | 220/- | 2200-00 |
| | | TOTAL | 2200-00 |

For SAI MONICA BAGS