Weekly - Petty cash /expense card statement.

Name	E. Prasad	Statement date	12/6/25
Prepared by	Prasad	Sign	Prasad
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MATHAS Modi Reality Kankanur		GHT Brochers Distribution at Genome valley Busses Lanes	1200	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.	Total					

Amount to be credited by	Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

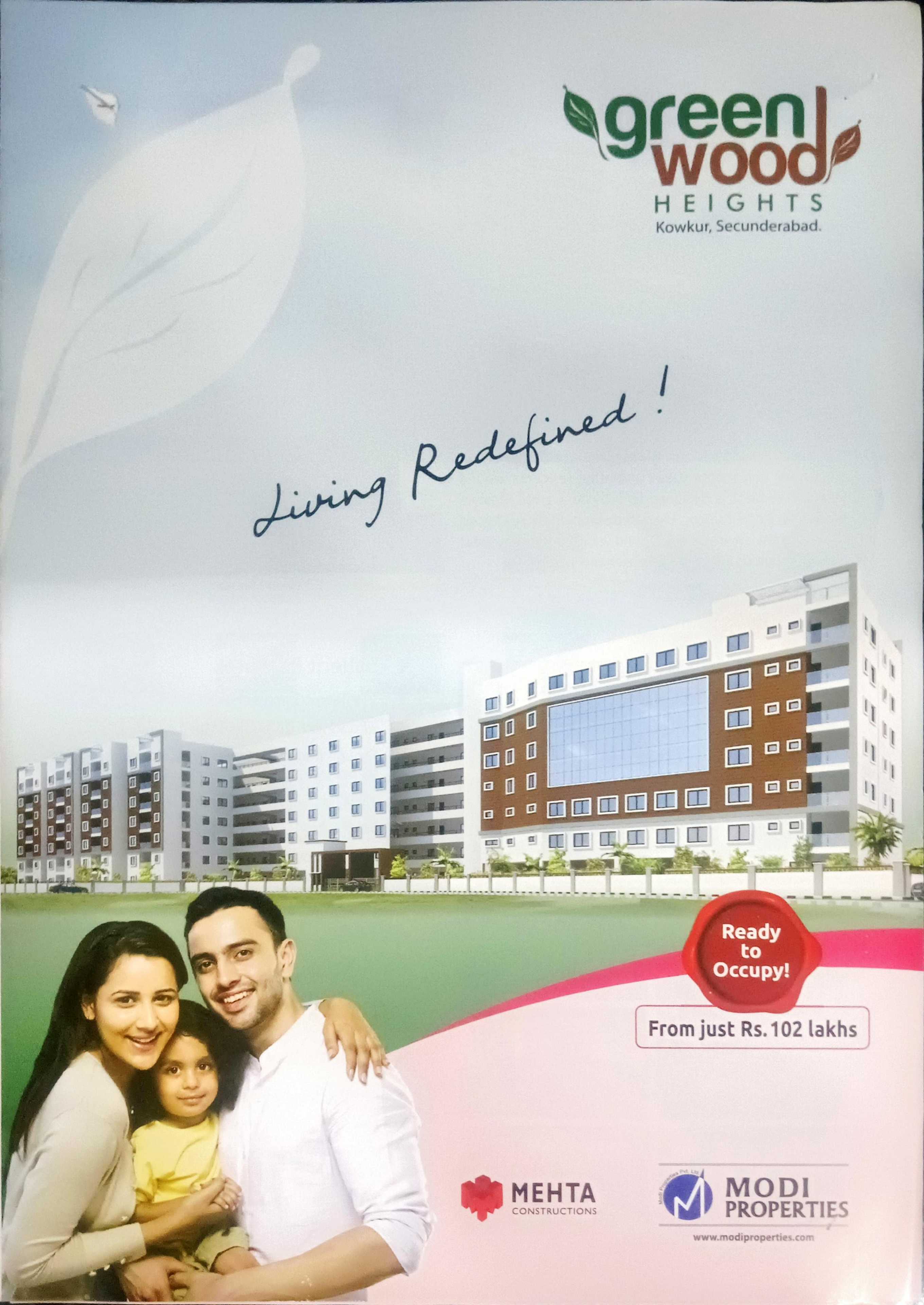
APPROVED BY
12 JUN 2025
E. PRASAD
MANAGER PROMOTION

Notes: 1. Scanned copy of this statement to be submitted before every Friday. 2. All 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	MEGHAS MODI Reality Konwerkup		
Project	GHT		
Voucher No.			
Account head			
Paid to	GHT Brochers Distribution		
Towards/description of work	GHT Brochers Distribution Genome Valley Business Ona,		
Location of work			
Amount in Rs.	1200/—		
Amount in words	one thousand Two Hundred only		
Mode of payment			
	Cheque/trf No.	Date 12/6/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

APPROVED BY
12 JUN 2025
E. PRASAD
MANAGER PROMOTION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