Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	12-06-2025
Prepared by	N.Sai Shivani	Sign	
From period	05-06-2025	To period	11-06-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1	GHWA	GWA	Towards Tread mill Repairing charges .	1,000/-	□Y □N	□Y □N
2	GHWA	GWA	Towards Transformer Fuse break down charges paid.	1200/-	□Y □N	□Y □N
3	GHWA	GWA	Towards Purchase of diesel towards Generator purpose. With inward no-187.	1,920/-		
4						
5						
6	Total			4,120/-		

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign				
Date:	12-06-2025			

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	GHWA			
Project	GWA			
Voucher no.	1			
Account head				
Paid to	Tread mill			
Towards/description of work	Towards Tread mill repairing charges paid .			
Location of work	Kowkur			
Period		05-06-2025		11-06-2025
Amount in Rs.	1,000/-			
	One thousand rupees Only			
	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.

Transaction Successful
07:20 pm on 25 May 2025

Paid to

SR Santhana Murugan Rajayya **₹1,000**
santhana1@ptyes

Banking Name : Santhana Murugan Rajayya
Sent to : Paytm • santhana1@ptyes

Transfer Details

Message
8830154?

Transaction ID
T2505251920401477274872

Debited from
XXXXXXXXXX10680 ₹1,000
UTR: 739327529292

Powered by
UPI AXIS BANK


INTENSE RUN

DEBIT VOUCHER			
Company/Firm	GHWA		
Project	GWA		
Voucher no.	2		
Account head			
Paid to	Transformer person		
Towards/description of work	Towards Transformer fuse break down charges paid .		
Location of work	Kowkur		
Period	05-06-2025		11-06-2025
Amount in Rs.	1,200/-		
	One thousand two hundred rupees Only		
	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.


8-315 KVA M/S. MEHAT Modi REALTY
2025/05/29 17:51

DEBIT VOUCHER			
Company/Firm	GHWA		
Project	GWA		
Voucher no.	3		
Account head			
Paid to	Diesel		
Towards/description of work	Towards purchase of Diesel towards Generator Purpose.		
Location of work	Kowkur		
Period	05-06-2025		11-06-2025
Amount in Rs.	1920/-		
	One thousand nine hundred twenty rupees Only		
	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.