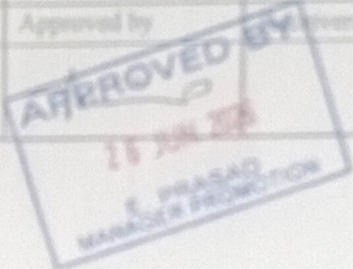


Weekly - Petty cash / expense card statement.

Name		Chinmai Hohan		Statement date		26/6/25	
Prepared by		Chinmai		Sign		Chinmai	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1	Nilgiri Estates		Recd. Stance 3rd mo	2100	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			2400			
Amount to be credited by		Transfer to Happy card, Other:		Transfer to expense card,		Cash reimbursement, Transfer to personal a/c.	
Approved by:		Div. Manager		Accounts Manager		MD	
Sign:							
Date:							

Notes: 1. Scanned copy of this statement to be submitted before 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 photocopy 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	Naga Glass		
Project	N/A		
Voucher No.			
Account head			
Paid to	Liki Digital		
Towards/Description of work	Ramp for one 3m long		
Location of work			
Amount in Rs.	2100/-		
Amount in words	Two thousand one hundred and 00/100		
Mode of payment			
	Cheque/Ref No.	Date 26/6/25	Bank
Prepared by	Approved by	Issued Name	Receiver's Signature
Y. Naga			

9849264334

GIRI DIGITALS

Large Format Digital Printing

FLEX, VINYL, ECO SOLVENT PRINTING & LED BOARDS

No

1641

CASH BILL

Date 23/06/23

To:

M/S

Nilgiri estates

SL No.	Particulars	Qty	Size	Rate	Amount
	Rollup standee	1	3x6	2100/-	2100/-
APPROVED BY 26 JUN 2026 E. PRASAD MANAGER PROMOTION					
Adv:					
Bal:					2100/-

EAOE

For Giri Digital

Jayendra Theatre Building, Mall, G. H. Road, Hyderabad - 47.

girlarts.k@gmail.com