

Weekly - Petty cash /expense card statement.

Name	G.Rajesh		Statement date	27-06-2025			
Prepared by	G.Rajesh		Sign				
From period	20.06.2025		To period	27.0.2025			
Sl.No	Debit	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	MPWA	MPWA	Towards Upper basement & club house wash rooms cleaning work done months of March, April May .	5000/-	⓪Y ⓪N	⓪Y ⓪N	
2.	MPWA	MPWA	Towards disel for generator	2000/-	⓪Y ⓪N	⓪Y ⓪N	
3.					⓪Y ⓪N	⓪Y ⓪N	
4.					⓪Y ⓪N	⓪Y ⓪N	
5.					⓪Y ⓪N	⓪Y ⓪N	
6.					⓪Y ⓪N	⓪Y ⓪N	
7.					⓪Y ⓪N	⓪Y ⓪N	
8.					⓪Y ⓪N	⓪Y ⓪N	
9.					⓪Y ⓪N	⓪Y ⓪N	
10.					⓪Y ⓪N	⓪Y ⓪N	
11.	Total			7000/-			
Amount to be credited by		⓪ Transfer to Haapay card, ⓪ Transfer to expense card, ⓪ Cash reimbursement, ⓪ Transfer to personal a/c. ⓪ Other:					
Approved by:		Div. Manager	Accountant	Accounts Manager	MD		
Sign:							
Date:			Towards North -west bore pump pulling work purpose				

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

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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. M33 s approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER			
Company/Firm	May flower platinum welfare association		
Project	MPL		
Voucher no.			
Account head	G.Rajesh		
Paid to	Naresh		
Towards/description of work	Towards Upper basement & club house wash rooms cleaning work done months of March, April May .		
Location of work	Mallapur		
Amount in Rs.	5000/-		
Amount in words	Five Thousand Rupees		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	27-06-2025	
Prepared by	Approved by	Receivers name	Receivers signature

DEBIT VOUCHER			
Company/Firm	May flower platinum welfare association		
Project	MPL		
Voucher no.			
Account head	G.Rajesh		
Paid to	Bharat Petroleum		
Towards/description of work	Towards diesel for generator		
Location of work	Mallapur		
Amount in Rs.	2000/-		
Amount in words	Two Thousand Rupees		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	27-06-2025	
Prepared by	Approved by	Receivers name	Receivers signature

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Welcomes You

Tel. No.:

Receipt No.: F5792
FCC ID: 0000005062604993
FIP No. : 02
Nozzle No. : 02
Product : Diesel
Density : 830.5Kg/Cu.m
Preset Type: Amount
Rate(Rs/L) : 095.65
Volume(L) : 00020.91
Amount(Rs) : 02000.00
Atot: 00096553752.22
Vtot: 00001004900.99

Vehicle No: Not Entered
Mobile No : Not Entered

Date : 26/06/25 Time: 17:39

CST No :
LST No :
VAT No :
ATTENDANT ID : Not Available
FCC DATE : Not Available
FCC TIME : Not Available

INWARD	
Inward No: 156	Dt: 27/6/25
MRN No:	Dt:
Received By: Rayu	Sign: [Signature]
ODI PROPERTIES PVT. LTD. SY.No. 82/L	

HDFC BANK D 10/2024