Weekly - Petty cash /expense card statement.

Name K Su		Suneel Kumar				Statement date	27-06-2025 Card No.4629 5254 2716 5724									
Prepared by K Sun			Cumar		Sign	3	1									
eriod	20-06	-2025				To period	26-06-2025									
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	be	□ T.	ransfer to ex	cpense card	1, □ (	Cash reimbursen	ment	t, □ Tra	nsfer to pe	rsonal a/c.	□ Other	r:				
Approved by:			Div. Manager			Accountant			Accounts Manager			MD				
Sign: Date:			SV													
			O									S. Section				
	Debit to d by yed by:	Debit to comp  MHTR  Total  It to be diby  red by:	Total  It to be   T d by   T d by   T d by   T d d   T d by   T d	Debit to company Debit to promise MHTR  MHTR  MHTR  Total  It to be Transfer to example to be Div. Manager  Syred by:  Div. Manager	Company   Debit to project	red by K Suneel Kumar  Deriod 20-06-2025  Debit to company Debit to project Description  MHTR MHTR Print  Total  It to be Transfer to expense card,  d by red by: Div. Manager Acceptable   S. W. S. W	ed by K Suneel Kumar Sign  Debit to company Debit to project Description of experimental managements of the project Description	ed by K Suneel Kumar Sign  Debit to company Debit to project Description of expense  MHTR MHTR Printer repairing charges  Total  It to be Transfer to expense card,  Cash reimbursement diby  Total Accountant	ed by K Suneel Kumar Sign  Debit to company Debit to project Description of expense  MHTR MHTR Printer repairing charges  Total  Total  It to be Transfer to expense card, □ Cash reimbursement, □ Trad by  Ted by: Div. Manager Accountant	Total  Total  It to be   Transfer to expense card,   Cash reimbursement,   Transfer to per diby  Total  Tot	ed by K Suneel Kumar Sign  Deriod 20-06-2025 To period 26-06-2025  Debit to company Debit to project Description of expense  MHTR MHTR Printer repairing charges  Total  Total  It to be Transfer to expense card,   Cash reimbursement,   Transfer to personal a/c.   Transfer to personal a/c.	ed by K Suneel Kumar Sign 20-06-2025 To period 26-06-2025  Debit to company Debit to project Description of expense Amo MHTR MHTR Printer repairing charges  Total 1200  Total Cash reimbursement,   Transfer to personal a/c.   Other of by:  Div. Manager Accountant Accounts Manager	Red by K Suneel Kumar Sign Sign Debit to company Debit to project Description of expense Amount  MHTR MHTR Printer repairing charges 1200  Total 1200  Total 1200  Total 26-06-2025  To period 26-06-2025  Amount 1200  Total 1200  Total 26-06-2025  Amount 1200  Total 1200  Total 26-06-2025  Amount 1200  Amount 1200  Total 1200  Tot	Red by K Suneel Kumar Sign 26-06-2025    Debit to company   Debit to project   Description of expense   Amount   Bill   enc	Sign   Sign	Sign   Sign

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