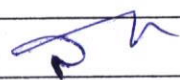
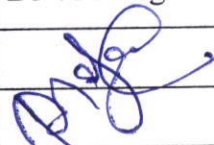


Weekly - Petty cash /expense card statement.

Name		Ch Ramesh		Statement date	Card No:4629 5254 2716 5716		
Prepared by		Ch Ramesh		Sign			
From period				To period			
Sl No	Debit company	to	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GHT		GHT	Purchase of stamp paper	2248	☐ Y ☐ N	☐ Y ☐ N
2.	GHT		GHT	Photos of Brand sir	260	☐ 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.						☐ Y ☐ N	☐ Y ☐ N
11.	Total				2500		
Amount to be credited by		☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:					
Approved by:		Div. Manager		Accountant	Accounts Manager	MD	
Sign:							
Date:							

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 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*Mehta & Modi Realty Kankar Vihar*

Voucher No. _____

A/c. _____

Date : *4/7/25*

				Rs.	Ps.	
Paid to <i>Sachin Cook</i>				<i>2240</i>	<i>-</i>	
towards <i>Purchase of Stamp Paper 16 Nos</i>						
Rupees <i>Two Thousand Two Hundred Forty only</i>						
Paid by	Cheque Cash	Cheque No. 	Dated 	Drawn on Bank 	<i>2240</i>	<i>-</i>

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Meheta modi Realty Kowlioor UP

Voucher No. _____

A/c. _____

Date : 2/2/25

Paid to	Vi Saza Digital Photo Studio			Rs.	Ps.
towards	Passport size photo Anand Sir 120 120 only			260	✓
				1	
Rupees	Two Hundred sixty only				
Paid by	Cheque No. []	Dated []	Drawn on Bank []	260	✓
	Cash				

Prepared by

Approved by

Receiver's Signature