

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.	MHPL		MHPL	Purchase of stationery paper	2240	☐ 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.						☐ Y ☐ N	☐ Y ☐ N
11.	Total				2240		

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*Modi House But Ltd*

Voucher No. _____

A/c. _____

Date : *4/7/25*

Paid to <i>Sec'bad court</i>				Rs.	Ps.
towards <i>purchase of Stamp Paper 16 Nos</i>				<i>2240</i>	
Rupees <i>Two Thousand two Hundred forty only</i>				<i>1</i>	
Paid by <u>Cheque</u>	Cheque No.	Dated	Drawn on Bank		
Cash				<i>2240</i>	<i>✓</i>

Prepared by

Approved by 

Receiver's Signature