Weekly - Petty cash /expense card statement.

Name	GV Research Centers Pvt. Ltd					
Prepared by	Divya.K		Statement date	03-07-2025		
			Sign			
From period	28-06-2025		To period	03-07-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	GV Research Centers Pvt. Ltd	Innopolis	Towards payment vehicle weighment	150/- ✓	☐Y ☐N	☐Y ☐N
2.	GV Research Centers Pvt. Ltd	Innopolis	Petrol allowance	200/- ✓	☐Y ☐N	☐Y ☐N
3.	GV Research Centers Pvt. Ltd	Innopolis	Staff refreshment for tea ,coffee etc	60/- ✓	☐Y ☐N	☐Y ☐N
4	GV Research Centers Pvt. Ltd	Innopolis	Towards ink bottle for office use purpose	80/- ✓	☐Y ☐N	☐Y ☐N
					☐Y ☐N	☐Y ☐N
					☐Y ☐N	☐Y ☐N
					☐Y ☐N	☐Y ☐N
	Total			490/-		

Amount to be credited by	☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	[signature]			
Date:	APPROVED 04 JUL 2025 Project Manager			

Not: 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 we

DEBIT VOUCHER			
Company/Firm	GV Research Centre Pvt.Ltd		
Project	Innopolis		
Voucher no.			
Account head			
Credit to	Divya bai.k		
Towards/description of work	Towards payment for Petrol allowance, Ink bottle, Vehicle weighment and staff refreshment of coffee tea at site.		
Location of work	GVRC		
Period	From: 28.06.2025	To: 03.07.2025	
Amount in Rs.	490/-		
Amount in words	Four hundred ninty rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
Divya.k			

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

APPROVED BY

04 JUL 2025

. Subba Reddy
Project Manager

Cash Bill Cell : 6281237506

RAJESHWAR STATIONARY & GENERAL STORES

Kolthur Road, Turkapally (V),
Shameerpet (M), Medchal Dist. - T.S.

No. 572 Date 03/07/25

M/s. Gvrc

S.No.	Particulars	Qty.	Rate	Amount Rs.	Ps.
1	ink IF	2	40	80	
			TOTAL	80	

INWARD

Inward No: 552 Dt: 03/07/25
MRN No: Dt:
Received By: Nipas Sign:
GENOME VALLEY RESEARCH CENTER PVT. LTD

Thank You Visit Again

Goods Once Sold Will not be taken back or exchanged

Signature

15

CASH / CREDIT MEMO

Date 02/07/25

GVRC

No.	PARTICULARS	RATE	AMOUNT Rs.	Ps.
04	TEA	15	60	00
	Thanks Visit Again	TOTAL	60	

INWARD

Inward No: 550	Dt: 02/7/25
MRN No:	Dt:
Received By: NJ[illegible]	Sign:

GENOME VALLEY RESEARCH CENTER PVT. LTD.

* Goods once sold will not be taken back or exchanged.

Signature

Ajay

IndianOil
Welcomes You
Tel. No.:

Receipt No.: G1402
Local ID : 00152719
FIP No. : 02
Nozzle No. : 02
Product : Petrol

Preset Type: Amount
Rate(Rs/L) : 107.46
Volume(L) : 00001.86
Amount(Rs) : 00200.00
Atot: 00029274589.77
Vtot: 0000272322.750

Vehicle No: Not Entered
Mobile No : Not Entered

Date : 03/07/25
Time: 08:31

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

Thank You! Please Visit Again..

INWARD
Inward No: 5551 Dt:
MRN No: Dt:
Received: Sign:
GENOME VALLEY RESEARCH CENTER PVT. LTD

S.V.H. WEIGH BRIDGE
యస్.వి.హెచ్. ధర్మకాంట

4AM to 9 PM SERVICE

H.No. 4-18/1/4, Thurkapally, Opp. Bharath Bio-Tech, Sy. No. 228,
Shameerpet Mandal, Kolthur Road, R.R. Dist - 500 101. T.S.

COMPUTERISED 100M TONNES WEIGH BRIDGE

No.: 3550 DEV

VEHICLE No. : 2 TS09UE 0993

Rs. 150

GROSS 31020 Kgs. DATE : 28-06-25 TIME: 13:09

TARE Kgs. DATE : TIME:

NETT Kgs. MATERIAL :

OPERATOR'S SIGNATURE

వాహనము ప్లాట్ ఫారం విడిచిన తర్వాత మా బాధ్యత లేదు

Our responsibility ceases once the vehicle leaves the platform