Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	14-06-2025
Prepared by	I.Rama krishna	Sign	S.Pandu
From period	26-06-2025	To period	02-07-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SJK	DP-24	Towards HDMI cable & RG-6 Cable and connector	935/-		☐Y ☐N
2.	SJK	DP-24	Towards Tv Setop box stand	280/-	☐Y ☐N	☐Y ☐N
4	SJK	DP-24	Towards electrical copper wire & PVC Pipe	518/-	☐Y ☐N	☐Y ☐N
5					☐Y ☐N	☐Y ☐N
6						
7						
8						
9	Total			1733/-		

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign	For S.Pandu			
Date:	04/7/25			

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

DEBIT VOUCHER			
Company/Firm	SJK		
Project	DP24		
Voucher no.	1		
Account head	SJK		
Paid to	Local Purchase		
Towards/description of work	Toward HDMI Cable & RG -6 Cable & connectors		
Location of work	Bowenpally		
Period	26-06-25		02-07-25
Amount in Rs.	935/-		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

DEBIT VOUCHER			
Company/Firm	SJK		
Project	DP24		
Voucher no.	2		
Account head	SJK		
Paid to	Durga Plywood		
Towards/description of work	Toward wall stand TV Satop box purpose		
Location of work	Bowenpally		
Period	26-06-25		02-07-25
Amount in Rs.	280/-		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

DEBIT VOUCHER			
Company/Firm	SJK		
Project	DP24		
Voucher no.	3		
Account head	SJK		
Paid to	INDIA LIGHT HOUSE		
Towards/description of work	Toward Copper wire & pvc pipe & other ele items		
Location of work	Bowenpally		
Period	26-06-25	02-07-25	
Amount in Rs.	518/-		
	Five hundred eighteen rupees only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

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.

New

CASH MEMO

Phone : 040-27841673
040-66553035

INDIA LIGHT HOUSE

WHOLESALE DEALERS IN :

All Kinds of Electrical Goods & Electrical Contractor & Repairs

S. No: 4, Yella Reddy Shopping Complex, Sikh Village, Secunderabad - 9.

No. 1035 Date 6/6/25

M/s.

S.NO.	PARTICULARS	QTY.	RATE	AMOUNT Rs.	Ps.
	40mm Pipe	1		150	
	Bend 40mm	2.		80	
	Epplate	1		20	
	Tape			10	
	1-0 wire Red 2 mtr			24	
	1-Sur Black 2 Meter.			24	
2-5	Wire 3 meter			105	
2-5	Black 3 meter			105	
			TOTAL	518	

Goods once sold will not be taken back

For NEW INDIA LIGHT HOUSE

INWARD

Inward No: 846	Dt: 03/7/25
MRN No:	Dt:
Received By:	Sign

9182546889

DURGA

PLYWOOD & HARDWARE
WHOLESALE & RETAIL

Dealing in : *Flushdoors, Veneers, Teakwood beeding. Laminates & Aluminium Channels, Fancy Hardware.*

P.No. 199/B, Shop No. 8, Kanukula Yellareddy Shopping Complex, Near Hotel Diamond Point, Sikh Village, Secunderabad - 9.

Date : 02/07/2025

M/s.

Thick-ness	PARTICULARS	QTY.	RATE	AMOUNT Rs.
1	Setup Box	1		280
				280
			TOTAL	

INWARD
Inward No: 845
Dt: 03/7/25
MRN No:
Received By:
Sign:

Goods once sold will not be taken back exchanged.

Signature

PANCHAM ELECTRICAL ACCESSORIES

Estimate / Quotation

Date :

No. :

M/s :

Address : Date :- 02/7/25

Particulars	Qty.	Rate	Amount
HDMi Cable 5Mt	1		680
Cutter	1		60
Jointer	2	15	30
Rg6 Connetel	6	15	90
Rg6 Wire	5	15	75
			935/-

INWARD
Inward No: 844
Dt: 03/07/25
Dt:
MRN No:
Received By:
Sign:

by Pkd. by Signature

₹280

Pay again

Completed

2 Jul 2025, 4:15 pm

Union Bank of India 0017

UPI transaction ID
554924783322

To: DURGA PLYWOOD AND HARDWARE
paytmqr68v9qm@ptys

From: ILAM RAMAKRISHNA (Union Bank of India)
Google Pay • ramakrishna.ilam-1@okaxis

Google transaction ID
CICAgKiW0_H9WA

₹750

Pay again

Completed

2 Jul 2025, 1:40 pm

Union Bank of India 0017

UPI transaction ID
554969684026

To: ASHAMONI ESWAR
PhonePe • 8121330839@ibl

From: ILAM RAMAKRISHNA (Union Bank of India)
Google Pay • ramakrishna.ilam-1@okaxis

Google transaction ID
CICAgKiWxdrECw

Transaction Successful
05:54 pm on 06 Jun 2025

id to

Yadgiri Electraction ₹5
+918886489839

nking N... : Mr Bandla Yadagiri

Transfer Details

nsaction ID
506061753550598143597

bited from

XXXXX1800026088 ₹5
UTR: 507370311930

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