

THE UNIVERSITY OF CHICAGO

Office: 5-4-187/3 & 4, 11th Floor,

Soham Mansion, M.G. Road,

SECUNDERABAD-500 003.T.S.

GULMOCHAR RESIDENCY

Voucher No. _____ Site: Sy No.19, Mallapur, R.R. District

A/c. _____ Date: _____

Paid to M. Mahendera

Purchase of Stamp papers - 20/06/15

Modi Reathy Mallopar Lep

Two thousand eight Hundred Rupees

59

Cheque No.

Dated

Drawn on Bank

Paid by	<u>Cheque</u>
	Cash

APPROVED BY

282

5

R.S.

P.S.

Prepared by

Approved by
G. B. PRAVAK, ABU
ASST. GENERAL MANAGER-C.R.

Receiver's Signature

Card no: 4629 ISSY 2716 5914

Weekly - Petty cash / expense card statement

Name		M. Mahender		Statement date		11/2/25	
Prepared by		M. Mahender		Sign		MM	
From period		11/2/25		To period		11/2/25	
SI No	Debit to company	Debit to project	Description of expense		Amount	Bill enclosed	GST bill
1.	Mod. Roshni	Guhobor	Residency towards purchase of shop papers - 2000/-		2000	DY ✓	DY ✓
2.						DY ✓	DY ✓
3.						DY ✓	DY ✓
4.						DY ✓	DY ✓
5.						DY ✓	DY ✓
6.						DY ✓	DY ✓
7.						DY ✓	DY ✓
8.						DY ✓	DY ✓
9.						DY ✓	DY ✓
10.						DY ✓	DY ✓
11.						DY ✓	DY ✓
Amount to be credited by					Total:		2000/-
☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c, ☐ Other:							
Approved by:		Div. Manager		Accountant		Accounts Manager	
Sign:		G.B. RAMBABU		MD			
Date:		11/2/25					

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 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.