

Weekly - Petty cash / expense card statement.

Name	CHIRAKA HOSHA		Statement date	17/7/15
Prepared by	CHIRAKA		Sign	CHIRAKA
From period		To period		

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	METHAS	HOD. KERRY	LYHT PAPER Insert	2000	Y N	Y N
2.	11	11	Tea fence bore rising	650	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.	Total			2650		

Amount to be credited by	Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

Notes: 1. Scanned copy of this statement to be submitted before every Friday. 2. Original vouchers to be attached to this statement and sent to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement with bills/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

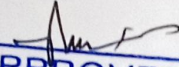
APPROVED BY
17 JUL 2015
MANA

DEBIT VOUCHER

Company/Firm	MEMA 3 MOD. Prachi Kulkarni		
Project	CHT		
Voucher No.			
Account head			
Paid to	PAPEX Inserts		
Towards/description of work	CHT PAPEX Inserts based		
Location of work			
Amount in Rs.	2000/-		
Amount in words	Two thousands only		
Mode of payment			
	Cheque/trf No.	Date 17/7/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Yours			

APPROVED BY
17 JUL 2026
E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER

Company/Firm	METHA & MOD. HEALTH KOWTAKUP		
Project	CHT		
Voucher No.			
Account head			
Paid to	Tea Bonus		
Towards/description of work	Tea Bonus Sale Meeting 17/7/25		
Location of work			
Amount in Rs.	650/-		
Amount in words	Six Hundred Fifty only		
Mode of payment			
	Cheque/trf No.	Date 17/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
CPWMA.			

APPROVED BY

17 JUL 2026

E. PRASAD
MANAGER PROMOTION