

Weekly - Petty cash /expense card statement.

Name	Sobhan habu			Statement date	28-06-2025		
Prepared by	Sobhan habu			Sign			
From period	16.05.2025			To period	20.06.2025		
Sl.No	Debit	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	HVRD	HVRD	Towards Drinking water person charges purpose	800/- ✓	☐ Y ☐ N	☐ Y ☐ N	
2.	HVRD	HVRD	Towards Tea & miscellaneous	500/- ✓	☐ Y ☐ N	☐ Y ☐ N	
3.	HVRD	HVRD			☐ Y ☐ N	☐ Y ☐ N	
4.	HVRD	HVRD			☐ 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			1,300/-	☐ Y ☐ N	☐ Y ☐ N	
Amount to be credited by	☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.						
Approved by:	Div. Manager			Accountant	Accounts Manager		
Sign:							
Date:	26/6/2025						

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. M33 s approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER

Company/Firm	DTPL		
Project	Hvrd		
Voucher no.			
Account head			
Paid to	Person		
Towards/description of work	Towards Drinking water person charges purpose		
Location of work			
Amount in Rs.	800/-		
Amount in words	Eight Hundred rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	28-06-2025	
Prepared by	Approved by	Receivers name	Receivers signature
			

DEBIT VOUCHER

Company/Firm	DTPL		
Project	Hvrd		
Voucher no.			
Account head			
Paid to	Person		
Towards/description of work	Towards Tea & miscellaneous		
Location of work			
Amount in Rs.	500/-		
Amount in words	Five Hundreded rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
	Cash	28-06-2025	
Prepared by	Approved by	Receivers name	Receivers signature
			

DEBIT VOUCHER			
Company/Firm	GTPL		
Project	HVRD		
Voucher no.			
Account head	Petty cash		
Paid to			
Towards/description of work	Towards Cleaning of HVRD Site Office&Bathroom cleaning work purpose		
Location of work	Nacharam		
Period	From:	01.06.25	31.6.2025
Amount in Rs.	2,000/-		
Amount in words	Two Thousand Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
Sobhan babu			

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.

hbr
28/6/2025