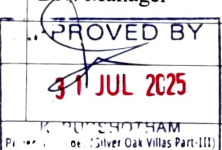
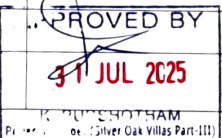
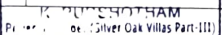


Weekly - Petty cash /expense card statement.

Name		SOWA		Statement date	31-07-25		
Prepared by		K.Tulasi Rani		Sign			
From period		24-07-25		To period	30-07-25		
1	SOWA	SOV	Towards patrolling charges for the month of August 2025		2000/-	☐ Y ☐ N	☐ Y ☐ N
2	SOWA	SOV	Towards Garden grass cutting machine petrol purpose		200/-		
3						☐ Y ☐ N	☐ Y ☐ N
4						☐ Y ☐ N	☐ Y ☐ N
5						☐ Y ☐ N	☐ Y ☐ N
			Total amount		2200/-		
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:							
Date:							
per week							

DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV-I		
Voucher no.	1		
Account head	Umar		
Paid to	K.purshotham		
Towards/description of work	Towards patrolling charges for the month of August 2025		
Location of work	sov		
Period	From:	24-07-25	To: 30-07-25
Amount in Rs.	2000/-		
Amount in words	Two Thousand Rupees Only		
Mode of payment	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	SOWA		
Project	SOV-I		
Voucher no.	2		
Account head	Umar		
Paid to	K.purshotham		
Towards/description of work	Towards Garden grass cutting machine petrol purpose		
Location of work	SOWA		
Period	From:	24-07-25	To: 30-07-25
Amount in Rs.	200/-		
Amount in words	Two Hundred Rupees only.		
Mode of payment	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.

