

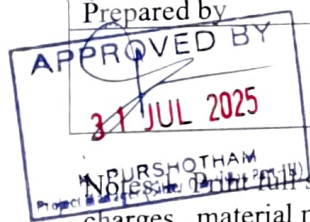
Weekly - Petty cash /expense card statement.

Name		DTPL		Statement date		10-07-25	
Prepared by		K.Tulasi Rani		Sign			
From period		03-07-25		To period		09-07-25	
1	DTPL	HVRD	Towards Tea Bill for the month of July 2025			600/-	☐ Y ☐ N ☐ Y ☐ N
2	DTPL	HVRD	Towards office and common bathrooms cleaning purpose			2000/-	☐ Y ☐ N ☐ Y ☐ N
3						/-	☐ Y ☐ N ☐ Y ☐ N
4						/-	☐ Y ☐ N ☐ Y ☐ N
5						/-	
			Total amount			2600/-	
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	
Sign:						MD	
Date:		APPROVED BY  31 JUL 2025 K. PUCHOTHAM					

per week

DEBIT VOUCHER

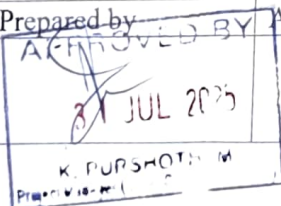
Company/Firm	DTPL		
Project	HVRD		
Voucher no.	1		
Account head	Raghunandhan		
Paid to	K.purshotham		
Towards/description of work	Towards Tea Bill for the month of July 2025		
Location of work	HVRD		
Period	From: 01-07-25	To: 30-07-25	
Amount in Rs.	600/-		
Amount in words	Six Hundred Rupees Only		
Mode 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.

DEBIT VOUCHER

Company/Firm	DTPL		
Project	HVRD		
Voucher no.	2		
Account head	Raghunandhan		
Paid to	K.purshotham		
Towards/description of work	Towards office and common bathrooms cleaning purpose		
Location of work	HVRD		
Period	From: 01-07-25	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.

HVRD

31/02/2025

Q

600

INWARD	
Inward No: 1009	Dt: 31/7/2025
MRN No:	Dr:
Received By:	Sign: 
DILPREET TUBES PVT. LTD.	