Weekly - Petty cash /expense card statement.

Name	J. Selvakumar	Statement date	1/8/25
Prepared by	"	Sign	
From period	29/7/25	To period	1/8/25

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AWT2 801	AWT2 801	Local Purchase Pump Covers	1000		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.				1000/–		

Amount to be credited by ☐ Transfer to Haapay card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Others

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED 01 AUG 2025			
Date:	MINISH PARIKH MANAGER - P&O			

Notes: 1. Scanned copy of this [illegible] 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. MD's approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER

AWT2 Meadows Square 801 Pvt LTD.

Voucher No. ____________

A/c. ____________ Date : 1/8/25

Paid to Local Purchase.	Rs.	Ps.
towards 2 HP & 10 HP Dome Cover for Pumps	1000	00
Rupees One thousand only		
Paid by ~~Cheque~~ Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	1000	00

APPROVED
01 AUG 20[illegible]
MINISH PARIKH
MANAGER PROC[illegible]

Prepared by

Approved by

Receiver's Signature

291+125

Qnty.	Description	Price	Amount Rs.	Ps.
	2 H.P Covers 1 No		350	00
	10 H.P Covers 1 No		650	00
			1000	00

29/7/25

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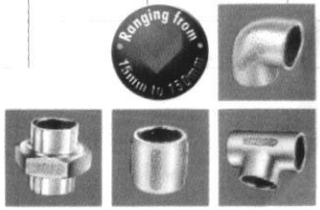

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