

Weekly - Petty cash /expense card statement.

Name	SOWA	Statement date	07-08-25			
Prepared by	K.Tulasi Rani	Sign				
From period	31-07-25	To period	06-08-25			
1	SOWA	SOV	Towards Garden grass cutting machine petrol purpose	300/-	☐ Y ☒ N	☐ Y ☒ N
2	SOWA	SOV	Towards Purchasing of Gardening material and Tools for footpath totlot area work purpose	1130/-		
3					☐ Y ☒ N	☐ Y ☒ N
4					☐ Y ☒ N	☐ Y ☒ N
5						
			Total amount	1430/-		
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						

Mob : 9866797939

Near Sri Venkateshwara Swamy Temple, Kushaiguda, Hyd-62.

No.

Date: 7.08.2025

M/s.

Gov Owner Associations

INWARD	
Inward No. 1057	Date 07/8/25
MRN No:	Dr:
Received By:	Signature: <i>[Signature]</i>
(Silver Oak Villas-Part-1)	

Goods once sold will not return back

Signature

DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV-I		
Voucher no.	1		
Account head	Umar		
Paid to	K.purshotham		
Towards/description of work	Towards Garden grass cutting machine petrol purpose		
Location of work	sov		
Period	From:	31-07-25	To: 07-08-25
Amount in Rs.	300/-		
Amount in words	Three 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	SOWA		
Project	SOV-I		
Voucher no.	2		
Account head	Umar		
Paid to	K.purshotham		
Towards/description of work	Towards Purchasing of Gardening material and Tools for footpath totlot area work purpose		
Location of work	SOWA		
Period	From:	31-07-25	To: 06-08-25
Amount in Rs.	1130/-		
Amount in words	One Thousand One Hundred and Thirty 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.