Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar			Statement date	08-08-2025 Card No.4629 5254 2716 5724							
Prepared by K S		K Suneel	Kumar	S	Sign	31							
From period 01-0		01-08-202	25	T	ro period	07-08-2025							
Sl No	Debit t	to company	Debit to project	Descr	ription of exper	nse		Amou	nt	Bill		GS'	T bill
1.	MPSVO	2	MPSVC	Panaso	Panasonic landline instrument repaired				750		losed □N		□N
2.											□N	ΠY	□N
3. 4.									774.	□Y	□N	□Y	□N
5.										ΠY	ΠN	ΠY	□N
<i>5</i> .	<u> </u>				***					ПΥ	□N	ПΥ	□N
7.						-				□Y	□N	□Y	□N
8.						18.50				□Y	□N	□Y	□N
9.					77 NJ YA. 1998-1		-			□Y	□N	□Y	□N
10.										□Y		□Y	
11.	Total							750		□Y		□Y	□N ——
Amount		be 🗆 T	Transfer to expense ca	ard, □ Ca	ısh reimbursem	lent, ☐ Tran	sfer to personal a/c.	1				<del></del>	<del></del>
	Approved by:		Div. Manager		Accountant		Accounts Manager		MD		<del></del>		
Sign:	Sign:		Q P		<u> </u>				~				
Date:			<u>'</u>									-	<del>,,,,,,</del>
otes: 1. Scar	aned copy of	this statement to	be submitted before every Frida	day 2nn 2 Oir	ainal servel and the de				_				

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 receipted 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 10,000/- per week

Modi Proparted Source

7	Ps					1	
4/8/25	Rs.	750				est	
Date : _		epairis Clary			Drawn on Bank		
		, phose v	).	ande	Dated		
	Commercedon	Panasom Landen phone veporis	0 0	Hendred Lifty	Cheque No.		
0.	naple	Pana		Rupees Soun Hunchel	والعوطي	Cash	
Voucher No.	Paid to	towards		Rupees		Paid by Cash	

Prepared by

Approved by

Receiver's Signature