Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar					Statement date	08-08-2025 Card No.4629 5254 2716 5724							
Prepared by		K Su	K Suneel Kumar				Sign	راي			THE STATE OF THE S				
From period 01-0			3-202	5	***************************************		To period	07-08-202	5						
Sl No Debit to com			pany	Debit to	project	Des	Description of expense			Amo	unt	nt Bill enclosed		GS	T bill
1.	VGS			VGS		Tab	screen guard				450		□N	ΠY	□N
2.						1	The state of the s		WORK			ПΥ	□N	ПΥ	□N
3.												ΠY	□N	ΠY	□N
4.											20111	□Y	ΠN	□Y	ΠN
5.												ΠY	□N	ΠY	□N
6.									,	•		□Y	□N	ПΥ	□N
7.												□Y	□N	□Y	□N
8.												□Y	□N	ΠY	□N
9.												ΠY	□N	ΠY	ΠN
10.												□Υ	□N	ΩΥ	□N
11.	Total								450	···· /					
Amoun credited		be	σΤ	ransfer to	expense c	ard, 🗆	Cash reimbursen	nent, □ Tra	nsfer to personal a	c. ☐ Othe	r:				
Approved by:			Div. Manager			A	Accountant		Accounts Manager		MD				
Sign:			92					***************************************							
Date:				フ Y		1 0 0						*****			

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 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

Usta Unew CLP

6/8/25	Rs. Ps.	657	429				
Date :					Drawn on Bank		
	rebilt	200) val	1 an		No. Dated		
	Commen melily	Syard	3	m	Cheque No.		
No.		towards screen sound	Rupees F.A.Y 12		Choolin	Paid by Cash	
Voucher No.	Paid to Kai	towards	Rupees			Paid by	

Prepared by

Approved by

Receiver's Signature