

Weekly - Petty cash /expense card statement

Name	D. Shree Shree			Statement date	07/08/24		
Prepared by	D. Shree Shree			Sign	Sh		
From period				To period			

S/No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill
1.	mppl	mppl	Local Revenue Shop Sheerappa	500	OY ON OY ON	OY ON
2.	mppl	mppl	Local Revenue Shop Sheerappa	100	OY ON OY ON	OY ON
3.	mppl	mppl	Local Revenue Shop Sheerappa	150	OY ON OY ON	OY ON
4.	mppl	mppl	Local Revenue Shop Sheerappa	180	OY ON OY ON	OY ON
5.	mppl	mppl	Local Revenue Shop Sheerappa	180	OY ON OY ON	OY ON
6.	mppl	mppl	Local Revenue Shop Sheerappa	120	OY ON OY ON	OY ON
7.	mppl	mppl	Local Revenue Shop Sheerappa	140	OY ON OY ON	OY ON
8.	mppl	mppl	Local Revenue Shop Sheerappa	158	OY ON OY ON	OY ON
9.	mppl	mppl	Local Revenue Shop Sheerappa	160	OY ON OY ON	OY ON
10.	mppl	mppl	Local Revenue Shop Sheerappa	420	OY ON OY ON	OY ON
11.	mppl	mppl	Local Revenue Shop Sheerappa	684	OY ON OY ON	OY ON
Total:				4724	OY ON OY ON	OY ON

Total:

54531

Amount to be ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c, ☐ Other.

Approved by: _____

Sign: _____

Date: _____

Accounts Manager MD

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 receipt of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received without 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.

DEBIT VOUCHER

14/02

Voucher No. _____

A/c. _____

Date : 02/08/22

Paid to GANE Garbage Collector towards Garbage Collector for the Month of June 2022 Rupees (Three hundred Rs. only)	Paid by $\frac{\text{Cheque}}{\text{Cash}}$		
	Cheque No.	Dated	Drawn on Bank
	3000/-		
	Rs.		
	Ps.		
	3000/-		



Receiver's Signature

Approved by

Prepared by

[Signature]

[Signature]

Prepared by

[Signature]

Approved by

[Signature]

Receiver's Signature



Paid by	Cash				3000	1
	Cheque	Cheque No.	Dated	Drawn on Bank		
Purpose						
To						
Remarks						
Paid to	3000				Rs	Rs

Vic

Date: 02/01/22

Voucher No.

DEBIT VOUCHER

[Signature]

DEBIT VOUCHER

Voucher No. _____

A/c. _____

Date : _____

08/08/14

Paid to		E. D. D. (Karnataka)	
towards		Power fluctuation place and other	
Rupees		Problem as on 09/08/14	
		Four hundred and eight only	
Cheque		Cheque No.	
Paid by		Dated	
Cash		Drawn on Bank	
450/-		450/-	
Rs.		Ps.	

Prepared by

[Signature]
08/08/14

Approved by

[Signature]

Receiver's Signature

[Signature]

Prepared by

[Signature]

Approved by

[Signature]

Receiver's Signature

[Signature]

Paid by	Cash				120/-	120/-
	Cheque					
		Cheque No.	Dated	Drawn on Bank		
For	<i>[Handwritten: For purchase of - 120/-</i>					
By	<i>[Handwritten: For purchase of - 120/-</i>					
Towards	<i>[Handwritten: For purchase of - 120/-</i>				120/-	120/-
Paid to	<i>[Handwritten: For purchase of - 120/-</i>					

A/c

Voucher No.

Date

[Handwritten: 08/12]

DEBIT VOUCHER

[Handwritten: 120/-]

DEBIT VOUCHER

MPM

Voucher No. _____

A/c. _____

Date : 07/08/22

Paid to		Low Power Shop	
towards		ATX CHECK UP ARE FILING 5143	
Rupees		2922 0522	
Paid by		Cheque No.	
Cheque		Dated	
Cash		Drawn on Bank	
100		100	
Rs.		Rs.	
PS.		PS.	

Prepared by

Approved by

Receiver's Signature

Prepared by

[Signature]

Approved by

[Signature]

Receiver's signature

[Signature]

Paid by	Cash ☒ Cheque	Cheque No.	Dated	Drawn on bank	100	00
To the account of <i>[illegible]</i>					<i>[Large handwritten mark]</i>	
<i>[illegible]</i>						
<i>[illegible]</i>						
To the account of <i>[illegible]</i>					100	00
Paid to <i>[illegible]</i>					Paid	Paid

No.

Date

[illegible]

Account No.

[Large handwritten signature]

DEBIT VOUCHER

[illegible]

DEBIT VOUCHER

mem

Voucher No. _____

A/c. _____

Date : _____

07/08/25

Paid to <i>Food Allowance</i>		towards <i>Food Allowance</i>		<i>on 26/08/25</i>		Rupees <i>one thousand fifty only</i>	
Paid by <i>Cheque</i>		Cheque No.		Dated		Drawn on Bank	
150 00		150 00					

Sms

Prepared by

Approved by

Receiver's Signature

[Signature]

Prepared by

[Signature]

Approved by

[Signature]

Receiver's Signature

[Signature]

Paid by	Cash	Cheque no.	Dated	Drawn on Bank	Rs.	Paise
					120	00
to the credit of the following particulars Rs. 120/-					120	00
Paid to					Rs.	Paise

No.

Date

25/10/50

Voucher No.

DEBIT VOUCHER

120/-

W. J. J.

Date: 07/08/24

□ □ □ □ □

Cheque No.

Join Type Puncuter

Ps.

2

၁

Prepared by

Receiver's Signature

DEBIT VOUCHER

mm

Voucher No. _____

A/c. _____

Date : _____

07/08/22

Paid to		total Allowance	
towards		for Allowance	
		for 20000/-	
		one hundred fifty only	
Paid by		Cheque No.	
Cheque		Dated	
Cash		Drawn on Bank	
150	00	150	00

Prepared by

for

Approved by

Receiver's Signature

Prepared by

[Signature]

Approved by

[Signature]

Receiver's Signature

[Signature]

Paid by	Cash ☒	Cheque no.	Dated	Drawn on bank	170	00
	Cheque ☐					
To the					S	
for						
towards						
Paid to						
					Rs	Rs

No. _____ Date: *04/08/20*

Voucher No. _____

DEBIT VOUCHER

[Signature]

5000

Date: 07/08/22

120	120
120	120

508/150

Prepared by

[Signature]

Approved by

Receiver's Signature

[Signature]

Paid by	Cash ☒ / Cheque	Cheque no.	Dated	Drawn on Bank		
					150	00
Pay to the order of <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>					150	00
Paid to					Rs	Pa

No.

Date

Voucher no.

700

DEBIT VOUCHER

MPR

Date: 30/01/22

Q 41

Paid to MAPAD0 Custom

Receiver's Signature



Plebeisq pl

[Signature]

VEN. *[Signature]* pl
C. K. K. M. M.

30 JUL 5052

Resemer, a signature



Paid pl	Cash				1 MO	10
	Spence					
		Cashed No	Dated	Drawn on Bank		
Yntees 01.6 1941-1942 1943-1944 1945-1946						
1947-1948 1949-1950 1951-1952 1953-1954						
1955-1956 1957-1958 1959-1960 1961-1962						
1963-1964 1965-1966 1967-1968 1969-1970						
Paid to	Yntees				1 MO	10
					1 MO	10

No

Date: 20/03/20

Voucher No

DEBIT VOUCHER

44585

WDP

Date: 30/07/22

5

[Signature]

~~APPROVED BY~~

Receiver's Signature



30 JUN 5052

DEBIT VOUCHER

MFR

Voucher No. _____

A/c. _____

Date : 30/07/22

Paid to	RAPADO Charan		
towards	RAPADO Charan on 30/07/22		
Rupees	Return Rs. 280 to Rs. 280		
	one hundred SIXTY ONLY		
Cheque No.		Dated	Drawn on Bank
Paid by	Cheque	Cash	
160	160	160	160
Rs.	Rs.	Rs.	Rs.

Prepared by

S/S

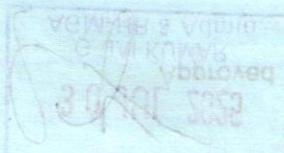
APPROVED BY
30/07/2022
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature



Prepared by

[Signature]



Received by

Receiver's signature



Drawn by	Check	Check no.	Date	Drawn on bank		
					190	0
Payable	01-5	44444444	52812	01-5	<i>[Large handwritten 'S' mark]</i>	
Payable	01-5	44444444	52812	01-5		
Payable	01-5	44444444	52812	01-5		
Payable	01-5	44444444	52812	01-5		
Payable	01-5	44444444	52812	01-5	190	00
Payable	01-5	44444444	52812	01-5	190	00

No.

Date

20/10/52

Voucher No.

DEBIT VOUCHER

W 665

DEBIT VOUCHER

Voucher No. _____

A/c. _____
 Date : 07/08/2025

Paid to		Rs. Ps.	
Rajesh Choudhary			
towards			
for Document Regd. to plot-			
NO-280 ON 04/8/25 and 05/08/25			
Rupees			
four hundred and Ten Rupees			
Only			
Cheque No.		Dated	
[]		[]	
Paid by		Drawn on Bank	
Cheque	Cash		
[]		[]	
410 = 0		200 = 0	
210 = 0			

Receiver's Signature



Approved by

[Signature]

Prepared by

Prepared by

Approved by

Receiver's Signature



Paid by	Cash	Cheque	Cheque No.	Dated	Drawn on Bank		
Ampt							
Notes	Ten thousand only						
	10-380		00	07/08/52	02/08/52	510 =	50
Amount	for drawing paid sum of 5000					500 =	50
Paid to	Gobind (partner)					Rs	Rs

At

Voucher No.

Date 07/08/52

DEBIT VOUCHER

DEBIT VOUCHER

Voucher No. _____

A/c. _____
Date : _____

9/80/80

[illegible]

Prepared by

[Signature]

Reviewed by

[Signature]

Receiver's Signature

[Signature]

Paid by	<u>Cash</u>				<i>[Large handwritten 'S' mark]</i>	<i>[Handwritten 'P2N' and '10']</i>
	<u>Cheque</u>					
		Cheque No.	Dated	Drawn on Bank		
For Rs. <i>[Handwritten: 214 Hundred and 400 only]</i>						
<i>[Handwritten: 214000.00]</i>						
Forwards	<i>[Handwritten: 214000.00 to Mr. A. K. Singh]</i>					<i>[Handwritten 'P2N' and '10']</i>
Paid to	<i>[Handwritten: 12 00000000]</i>					

No.

Date

[Handwritten: 01/08/04]

Voucher No.

DEBIT VOUCHER

Mobile bill paid

VI Postpaid 9391340973

₹653.17

Bill Details

^

Payment details

^

Bill Amount ₹650.17

Platform fee(Inclusive of GST) + ₹3

Total Amount ₹653.17

Transaction ID NB25080812231990497902682

Transaction ID

Bharat Connect Transaction ID PP015220BB11M0YF1959

Debit from

XXXXXX5850

₹653.17

UTR: 710751581184

- View History

View Receipt

Split Expense

Share Receipt
- 🕒

📄

🔗

🔄

DEBIT VOUCHER

Voucher No. _____

A/c. _____
Date: 08/08/24

Paid to	Aster Rosa Red	
towards	Mrs Pappan N 7625825638	4740
	Amount Rs 1280	
Rupees	four hundred seventy four only	
Cheque No.	Dated	Drawn on Bank
Paid by	Cheque / Cash	4740

Signature

Approved



Prepared by

[Signature]

Approved by

[Signature]

Receiver's signature

[Signature]

Paid by	Cash				N Y N D	
	Cheque	Cheque no	Dated	Drawn on Bank		
Payable to					S	
Payable to						
Payable to						
Payable to					N Y N D	
Payable to						
Payable to					Rs.	P.

Vic

Date

03/08/51

Voucher no

DEBIT VOUCHER

Mobile bill paid

Airtel Postpaid
₹473.56

7675823636

Bill Details

Customer Name	Soham Modi
Bill Number	MF26361003037284
Bill Date	03-Aug-2025
Circle	104

Payment details

Bill Amount	₹470.56
Platform fee(inclusive of GST)	+ ₹3

Total Amount ₹473.56

Transaction ID	NB25080812343417365844152
Bharat Connect Transaction ID	PP015220BB1V00YZZ283
Debitd from	XXXXXX1800025272
UTR: 004224622806	

WPR

Date: 30/07/22

Rs. Ps.

One thousand fifty five one

MAILED on 28/09/22

Document 508 Sent to Pres: 260

02/05

Dated

Drawn on Bank

Cheque	
Cash ✓	

५५।

5

~~APPROVED BY~~

[Signature]

Approved by

G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature



80 TH 3052