Weekly - Petty cash /expense card statement

Name	J. Selvakumar.	Statement date	16/8/25
Prepared by	"	Sign	
From period	14/8/25	To period	16/8/25

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMTZ 4554	AMTZ 4554	Scaffolding Starting Repairs	21840		
2.	AMTZ 801	AMTZ 801	B. Sathalesh Saw Room Cover	2750		
3.						
4.						
5.						
6.						
7.						
8.						
9.				24590/-		

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

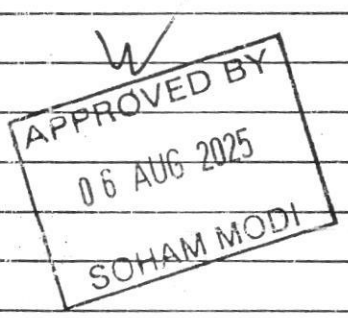
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

APPROVED
16 AUG 25
MINISH PARIKH
MANAGER - TRS

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

MEMO

Date & From	TO & REMARKS
06/08/2025	Soham Bhai
MINISH	Scaffholding Material is ready to dispatch all are verified Payment to be done to Vendor's
	336×65/- = 21,840/- (Including Bill).
	Requesting for cash Payment from Aartz.



DEBIT VOUCHER

AWTZ Medplus Square HSSU Pvt LTD

Voucher No. _____

A/c. _____ Date : 16/8/25

		Rs.	Ps.
Paid to	Vishvakarma fabrication works		
towards	Work Done at Scaffolding. Straightening & Refixing Charges.	21840	00
Rupees	Twenty one thousand Eight hundred Forty only		
Paid by Cheque / Cash	Cheque No. _____ Dated _____ Drawn on Bank _____	21840.	00

APPROVED
16 AUG 25
MANAGER PRO.

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

AWT2 Wedpolis Square 801 Pvt LTD

Voucher No. _____

A/c. _____ Date : 16/8/25

		Rs.	Ps.
Paid to	B. Sathalah & Son		
towards	Purchase of 5MP Dome Cover Req. 20250812005	2750	00
Rupees	Two thousand Seven hundred and fifty only		
Paid by Cheque / Cash	Cheque No. / Dated / Drawn on Bank	2750	00

APPROVED
16 AUG 25

Prepared by

Approved by
MINISH PARIKH
MANAGER PRO...

Receiver's Signature

Cell : 98493 07578
98487 13341
[redacted]
(S) : 66204795
(R) : 66494795

B. SATHAIAH & SON

PIPE MERCHANTS

5-1-459/1, Ranigunj, Secunderabad.

Date : 14/8/25

1 5 HP Doom @ 550 2750
Cover

2750

VISHVAKARMA FABRICATION WORKS

Manufacurers: Fabrication & Rolling Works
Pipe Bending Rod, Plate Hydralic Pressing & DishBending Etc.

Cell:8008938431
7981439962
Opp:B.S.T Steels
B.N.Reddy Nagar
Phase-I, Main Road,
Cherlapally,HYD-051

M/s. Medpolice Sam AMTZ 4554 Pvt. Ltd
AMS 4554

Bill No. 043
Date:
Enq No:
Date: 07/08/25

Sl. No	PARTICULARS	Qty.	Rate	Amount
	Scaffolding Straightening & Repairing	336 NOS	65/-	21,840/-
			TOTAL	21,840/-

Rupees Twenty one thousand, Eight hundred and forty Rupees only.

For VISHVAKARMAFABRICATION WORKS

Receiver's Signature

Proprietor

Requisition Form

Company Name	AMTZ Medpolis Square 801 Pvt Ltd	Date	12 Aug 2025
Site Or Phase	AMTZ 801 Pvt Ltd	Time	10:35:58
For Use In Flat/Villa/Other	Pumps covering purpose	Req.No.	20250812005
Material required before date			

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	HARD9292-Hardware-GI-Domes-2'x1.1-Nos.	5.00	0	5.00	400.00		
Add Spec	2ftx1ft						

PO Num	Date	Type	Status
20250812006	12 Aug 2025	PO	Open PO

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Rahul G.		12 Aug 2025 10:35:58 am
2	Const-Data Entry Operator	Rahul G.	System Generated:This Requisition Has Been Approved	12 Aug 2025 10:36:20 am

Prepared By :- Rahul G.

Sign:-

Date :- 12 Aug 2025

Approved By:-

Sign:-

Date:-

Note: On receipt of material at site write inward number and date in last two columns