Weekly - Petty cash /expense card statement.

Name	SOWA	Statement date	28-08-25
Prepared by	K.Tulasi Rani	Sign	
From period	20-08-25	To period	27-08-25

1	SOWA	SOV	Towards Garden grass cutting machine petrol & Engine Oil purpose	500/-	☐Y ☐N	☐Y ☐N
2	SOWA	SOV	Towards Police patrolling charges for the month of September 2025	2000/-		
3	SOWA	SOV	Towards purchasing of Luppam blades & chemical powder for water tanks cleaning work purpose	150/-	☐Y ☐N	☐Y ☐N
4	SOWA	SOV	Maingate security Landline phone recharge purpose	202/-	☐Y ☐N	☐Y ☐N
5						
			Total amount	2852/-		

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:	APPROVED BY			
Date:	28 AUG 2025 K. PURSHOTHAM Project Manager (Silver Oak Villas Part-III)			

per week

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 & Engine Oil purpose		
Location of work	SOWA		
Period	From: 20-08-25	To: 27-08-25	
Amount in Rs.	500/-		
Amount in words	Five 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 Police patrolling charges for the month of September 2025		
Location of work	SOWA		
Period	From: 20-08-25	To: 27-08-25	
Amount in Rs.	2000/-		
Amount in words	Two Thousand 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.	3		
Account head	Umar		
Paid to	K.Purshotham		
Towards/description of work	Towards purchasing of Luppam blades & chemical powder for water tanks cleaning work purpose		
Location of work	Apartments		
Period	From: 20-08-25	To: 27-08-25	
Amount in Rs.	150/-		
Amount in words	One Hundred Fifty Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV- I		
Voucher no.	3		
Account head	Umar		
Paid to	K.Purshotham		
Towards/description of work	Maingate security Landline phone recharge purpose		
Location of work	Maingate		
Period	From: 20-08-25	To: 27-08-25	
Amount in Rs.	202/-		
Amount in words	Two 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

Mobile recharged

Airtel Prepaid 8978658544	**₹202**

Payment details

Recharge Amount	₹199
Platform fee(inclusive of GST)	+ ₹3
Total Amount	**₹202**

Transaction ID

NB25082812054692053845752

Airtel Prepaid Reference ID

775052607

Debited from

Tulsi	₹202

UTR: 441140312950