Weekly - Petty cash /expense card statement.

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

1	DTPL	HVRD	Towards Tea Bill for the month of August 2025	600/-	☐Y ☐N	☐Y ☐N
2	DTPL	HVRD	Towards office and common bathrooms cleaning purpose	2000/-	☐Y ☐N	☐Y ☐N
3	DTPL	HVRD	Towards water Bill for the month of August 2025	300/-	☐Y ☐N	☐Y ☐N
4				/-	☐Y ☐N	☐Y ☐N
5				/-		
			Total amount	2900/-		

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			

per week

DEBIT VOUCHER			
Company/Firm	DTPL		
Project	HVRD		
Voucher no.	1		
Account head	Raghunandhan		
Paid to	K.purshotham		
Towards/description of work	Towards Tea Bill for the month of August 2025		
Location of work	HVRD		
Period	From: 20-08-25	To: 28-08-25	
Amount in Rs.	600/-		
Amount in words	Six Hundred Rupees Only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
Certified by: K. Tulasi Rani Asst. Engineer	APPROVED BY 28 AUG 2025 K.PURSHOTHAM		

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	DTPL		
Project	HVRD		
Voucher no.	2		
Account head	Raghunandhan		
Paid to	K.purshotham		
Towards/description of work	Towards office and common bathrooms cleaning purpose		
Location of work	HVRD		
Period	From: 20-08-25	To: 28-08-25	
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
Certified by: K. Tulasi Rani Asst. Engineer	APPROVED BY 28 AUG 2025 K.PURSHOTHAM		

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	DTPL		
Project	HVRD		
Voucher no.	3		
Account head	Raghunandhan		
Paid to	K.purshotham		
Towards/description of work	Towards Water Bill for the month of August 2025		
Location of work	HVRD		
Period	From: 20-08-25		To: 28-08-25
Amount in Rs.	300/-		
Amount in words	Three Hundred Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
	APPROVED BY 28 AUG 2025 K. PURSHOTHAM		

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