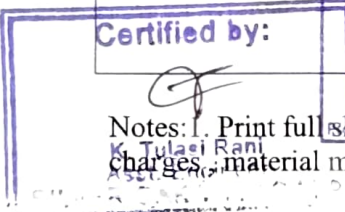
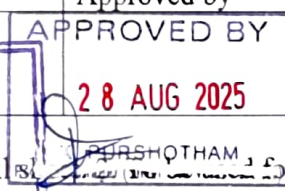
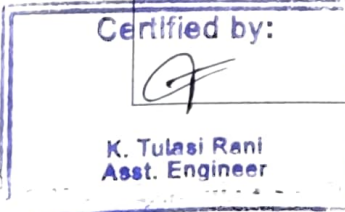


Weekly - Petty cash /expense card statement.

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  28 AUG 2025					
Date:							
per week		K. PURSHOTHAM					

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
			

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
			

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