Weekly - Petty cash /expense card statement.

Name	E. Prasad	Statement date	5/9/24
Prepared by	Prasad	Sign	Prasad
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Vista View LLP		Invitation Cards	5400	Y N	Y N
2.					Y N	Y N
3.					Y N	Y N
4.					Y N	Y N
5.					Y N	Y N
6.					Y N	Y N
7.					Y N	Y N
8.					Y N	Y N
9.					Y N	Y N
10.	Total			5400		

Amount to be credited by	Transfer to Happy card. Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

APPROVED BY
04 SEP 2020
E. PRASAD
MANAGER PROMOTION

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

DEBIT VOUCHER			
Company/Firm	Vista View llp		
Project			
Voucher No.			
Account head			
Paid to	NAVEEN		
Towards/description of work	Invitation cards with Envelops 600no,		
Location of work			
Amount in Rs.	5400/-		
Amount in words	five thousand four hundred only		
Mode of payment			
	Cheque/trf No.	Date 4/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad.			

APPROVED BY
04 SEP 2026
E. PRASAD
MANAGER PROMOTION

Sree Renuka Yellamma

NAVEEN PRINTERS

CASH MEMO

- LED BOARD - ACP ELEVATION WORKS
- MULTI COLOR BROCHURE - VISITING CARDS
- ID CARDS - STICKERS - LETTER HEADS
- PAMPHLETS - BILL BOOKS - ENVELOPS Etc...

NALLAKUNTA, BAGHLINGAMPALLY, HYDERABAD. | Ph : 8639138255

No. 058

M/s. Vista View up

Date : 02/09/2025

Sl. No.	PARTICULARS	QTY.	RATE	AMOUNT	
1)	Invitation cards with Envelops	600 NO'S		5400-	00
			TOTAL	5400	

NOTE : 1) Delivery will be after 3 days from the confirmation of proof.
2) 50% Advance Amount during the confirmation of proof.
3) Balance Amount after the Order Delivery.

Signature