Weekly - Petty cash /expense card statement.

Name	E. Prasad	Statement date	19/9/25
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
					Y N	Y N
1.	Vista View LLP		Press Reporters C.Meeting	8000	Y N	Y N
2.	"		A4 Size 1H Registration forms	7000	Y N	Y N
3.	"		Petrol Charges	4808	Y N	Y N
4.	"		Tea coffe Biscuts	4800	Y N	Y N
5.	"		Shalus C.Meeting	4200	Y N	Y N
6.	"		Catering boys Tip	3000	Y N	Y N
7.	"		Degree Certificate Pads	2700	Y N	Y N
8.	"		Colleaps able Covers Broches	2775	Y N	Y N
9.	"		folders Carbon Paper, Pens	2180		
10.	Total			39,463		

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:				

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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	Press		
Towards/description of work	Press Reporters C.P Meeting		
Location of work			
Amount in Rs.	8000/-		
Amount in words	Eight thousand only		
Mode of payment			
	Cheque/trf No.	Date 19/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[illegible]	[illegible] APPROVED BY 19 SEP 2026 E. PRASAD MANAGER PROMOTION		

DEBIT VOUCHER

Company/Firm	
Project	Vista View up
Voucher No.	
Account head	
Paid to	NAVEEN PRINTERS
Towards/description of work	A4 size 141 Registration forms
Location of work	
Amount in Rs.	7000/-
Amount in words	Seven thousand only
Mode of payment	

	Cheque/trf No.	Date 19/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature] APPROVED BY 19 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

062

Vista View LLP

Date : 12/09/2025

PARTICULARS	QTY.	RATE	AMOUNT
A4 Size 1+1 Rigistration Forms	50	140	7000=00

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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.

Satish
Signature

TOTAL	7000=00

DEBIT VOUCHER

Company/Firm	Vista View up		
Project			
Voucher No.			
Account head			
Paid to	Petrol		
Towards/description of work	Petrol charges 601 kms +8 C.P. meeting		
Location of work			
Amount in Rs.	4808/-		
Amount in words	Four Thousand Eight Hundred Eight only		
Mode of payment			
	Cheque/trf No.	Date 19/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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SRI AKSHAYA FILLING STATION BHARAT PETRO
LEUM DEALERS(0000174817)
HYDERABAD
9849072828

TID:
TxnID:
:16599
SLIP No.: TXN1001226[illegible]3481
Report ID: 12/09/2025 15:49:25
TYPE: 21659[illegible]-005
Txn Mode: 0000[illegible]1688
CUST NAME: SALE
Acc. No.: MODI PROPERTIES AND INV. Card
CARD ID: LTD
Veh/Card: FA2000834844
Wallet: FC3450307228
Product: M[illegible]1203
Rate: CMS
Vol in Ltrs: PETROL
Fuel Amount: ₹107.46
TCS Amount: 46.53
TXN Amount: ₹5000
PMs Earn: ₹0.0
Crd Bal: ₹5000
1065
₹0

I AGREE AS PER CARD ISSUER AGREEMENT
Thank You, Please Visit Again
Pine Labs V24.11.25
CUSTOMER'S COPY

DEBIT VOUCHER			
Company/Firm	Vista View up		
Project			
Voucher No.			
Account head			
Paid to	Tea Sancks coffee		
Towards/description of work	C.P. Meeting Tea coffee Sancks 200, 80, coffee		
Location of work			
Amount in Rs.	4800/-		
Amount in words	Four thousand Eight Hundred only		
Mode of payment			
	Cheque/trf No.	Date 19/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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DEBIT VOUCHER			
Company/Firm	Vista View LLP		
Project			
Voucher No.			
Account head			
Paid to	MAHAVEER TEXTILES		
Towards/description of work	Shawls 12 No, C.P. meeting		
Location of work			
Amount in Rs.	4200/-		
Amount in words	Four thousand Two Hundred Only		
Mode of payment			
	Cheque/trf No.	Date 19/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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E. PRASAD
MANAGER PROMOTION

CASH MEMO

Brought of

TEXTILES
Naxa Bazar,
500 003

M/s Vista View LLP

No. ____________ Date 13-09-2025

QUANTITY	PARTICULARS	RATE	AMOUNT Rs.	P.
	Shauls Nos 12 x	350/-	4200/-	
	Thank You !	Total	4200/-	

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DEBIT VOUCHER			
Company/Firm	Vista View UP		
Project			
Voucher No.			
Account head			
Paid to	TIP		
Towards/description of work	Catering bags TIP C.P Meeting		
Location of work			
Amount in Rs.	3000/-		
Amount in words	three thousand only		
Mode of payment			
	Cheque/trf No.	Date 19/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

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DEBIT VOUCHER			
Company/Firm	Vista View up		
Project			
Voucher No.			
Account head			
Paid to	KRISHNA STATIONERY		
Towards/description of work	Degree certificate Pass Brochures		
Location of work			
Amount in Rs.	2700/-		
Amount in words	Two thousand Seven Hundred Only		
Mode of payment			
	Cheque/trf No.	Date 19/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Trwkt.	[signature]		

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QUATATION / ESTIMATE

KRISHNA STATIONERY

Secunderabad - 500 003. Ph : 040-66716677 / 78
krishnastationers6677@gmail.com

Date : 13-09-25

M/s. Vista View LLP

Qty.	PARTICULARS	Rate	Amount Rs.	Ps.
12	Degree certificate pads	180	2700/-	
			2700/-	

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MANAGER PROMOTION

Signature

DEBIT VOUCHER

Company/Firm	Vista View LP		
Project			
Voucher No.			
Account head			
Paid to	Ajit ENTERPRISES		
Towards/description of work	Collapsable Box Brochers Covers		
Location of work			
Amount in Rs.	~~2039~~/- 2775/-		
Amount in words	Two thousand Seven hundred Seventy five		
Mode of payment			
	Cheque/trf No.	Date 19/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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Qty.	Particulars	Rate	Amount Rs. Ps.
1	collapsable box		525
15	pair green trellies		2250
			2775

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Goods once sold cannot be taken back or exchanged
Exchange Timing 4 pm to 8 pm

Thank you Visit again

Signature

DEBIT VOUCHER			
Company/Firm	Vista View LLP		
Project			
Voucher No.			
Account head			
Paid to	KRISHNA STATIONERY		
Towards/description of work	Folders Brochers carbon paper & Ball Pen		
Location of work			
Amount in Rs.	2180/-		
Amount in words	Two thousand one hundred Eighty		
Mode of payment			
	Cheque/trf No.	Date 19/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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QUATATION / ESTIMATE

ISHNA STATIONERY

Secunderabad - 500 003. Ph : 040-66716677 / 78
krishnastationers6677@gmail.com

Date : 13/9/25

M/s. Vista View up

Qty.	PARTICULARS	Rate	Amount Rs.	Ps.
14 Ps	confrence folder	140	1960	
1 pk	carbons	170	170	
1 pk	DF Ball pen		50	
			2180	

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Signature