DEBIT VOUCHER

Company/Firm	MCMET		
Project	Manilal Modi Memorial Trust		
Voucher no.			
Account head	Petty cash		
Credit to	P. Sai Kumar Reddy		
Towards/description of work	Towards amount paid to Unloading of Cement bags 200. 200bags X Rs.6 = Rs.1200 /-		
Location of work			
Period	From: 01.09.2025	To: 25.09.2025	
Amount in Rs.	1200/-		
Amount in words	Twelve Hundred Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
P.Niharika			

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.

APPROVED BY
23 SEP 2025
SAI KUMAR
ASST PROJECT MANAGER
MCMET

Weekly - Petty cash expense card statement.

Name	P.Saikumar Reddy	Statement date	24.09.2025
Prepared by	P.Saikumar Reddy	Sign	P.Saikumar Reddy
From period	01.09.2025	To period	24.09.2025

Sl No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill
1	MCMET	Manilal Modi Memorial Trust	Towards cash paid to unloading of cement bags	1200.00	Y	N

Amount to be credited by: ☐ Transfer to Happay card, ☐ Transfer to expense card, ☐ **Cash reimbursement**, ☐ Transfer to **personal a/c**. ☐ Other:

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	23 SEP 2025			

APPROVED BY
SAI KUMAR
ASST PROJECT MANAGER
MCMET

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.**