Weekly - Petty cash /expense card statement.

Name	E. Prasad	Statement date	29/9/25
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
1	Vitta Viewer		Lodge Surpaper Vsg Launch	6000	Y N	Y N
2.	,,		Petrol CHARGES 816, 2nd, 12pm, Ino,	5800	Y N	Y N
3	,,		Flex Printing CHARGES Mounting CHARGES	3648	Y N	Y N
4.	,,		Tent Tables 2no, Cloths 7no,	2400	Y N	Y N
5	,,		Food allowance 21/9/25 28/9/25	2475	Y N	Y N
6.	,,		Press	1200	Y N	Y N
7.	,,		Tips	1200	Y N	Y N
8.	,,		Stapers Pen Carbon Roller 1 Nf Bams	800	Y N	Y N
9.	,,		Toll CHARGES	480	Y N	Y N
10.	Total			24,003		

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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Note:- 1. Scanned copy of this statement to be submitted before every Friday. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement and 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	SUN RISE HOTELS		
Towards/description of work	Lodge SURYAPET Lantern 26/9/25 & 28/9/25		
Location of work			
Amount in Rs.	6000/-		
Amount in words	Six Thousand Only		
Mode of payment			
	Cheque/trf No.	Date 29/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[illegible]			

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Description	Amount (In INR)
Lodge	
26th to 28th	6000/-
Grand Total	6000/-
Amount (in words) Six thousand Rupees only/-	

DEBIT VOUCHER			
Company/Firm	Vista View LLP		
Project			
Voucher No.			
Account head			
Paid to	Petrol		
Towards/description of work	Petrol CHARGES Suryapet Launch		
Location of work			
Amount in Rs.	5800/-		
Amount in words	five thousand Eight Hundred Only		
Mode of payment			
	Cheque/trf No.	Date 29/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[illegible signature]	[signature]		

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DEBIT VOUCHER			
Company/Firm	Vista View LLP		
Project			
Voucher No.			
Account head			
Paid to	flats Printing Mounting charges		
Towards/description of work	flex Printing charges '8x6' '12x8' Mounting charges '8x6' '12x8' - 2nd, 1nd,		
Location of work			
Amount in Rs.	3648/-		
Amount in words	three thousand six hundred forty eighty and		
Mode of payment			
	Cheque/trf No.	Date 29/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prakash	APPROVED BY 29 SEP 2026 E. PRASAD MANAGER PROMOTION		

DEBIT VOUCHER			
Company/Firm	Villa View LLP		
Project			
Voucher No.			
Account head			
Paid to	Tables with cloth		
Towards/description of work	Tent Tables [illegible] cloth, launch 29/9/25		
Location of work			
Amount in Rs.	2400/-		
Amount in words	Two thousand four hundred only		
Mode of payment			
	Cheque/trf No.	Date 29/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
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DEBIT VOUCHER			
Company/Firm	Vista Viewer		
Project			
Voucher No.			
Account head			
Paid to	Food allowance		
Towards/description of work	Prasad Raju nuti Food allowance Sitapur lunch 26/9/25 to 28/9/25		
Location of work			
Amount in Rs.	2475/-		
Amount in words	Two thousand four hundred seventy five only		
Mode of payment			
	Cheque/trf No.	Date 29/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[illegible]	APPROVED BY 29 SEP 2026 E. PRASAD MANAGER PROMOTION		

DEBIT VOUCHER			
Company/Firm	Vista View LLP		
Project			
Voucher No.			
Account head			
Paid to	Press		
Towards/description of work	Press VGS Launch 28/9/25		
Location of work			
Amount in Rs.	1200/-		
Amount in words	One Thousand Two Hundred Only		
Mode of payment			
	Cheque/trf No.	Date 29/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad	APPROVED BY 29 SEP 2026 E. PRASAD MANAGER PROMOTION		

DEBIT VOUCHER			
Company/Firm	Vista View LLP		
Project			
Voucher No.			
Account head			
Paid to	Tips		
Towards/description of work	Tips Housing keep, Supervisor, Severing		
Location of work			
Amount in Rs.	1200/-		
Amount in words	One Thousand Two Hundred only		
Mode of payment			
	Cheque/trf No.	Date 29/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Prasad			

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DEBIT VOUCHER

Company/Firm	Vista View LLP
Project	
Voucher No.	
Account head	
Paid to	KRISHNA STAIONERY
Towards/description of work	Staplers Pen Carbon Paper wire TIF Bands
Location of work	
Amount in Rs.	800/-
Amount in words	Eight Hundred Only
Mode of payment	

	Cheque/trf No.	Date 29/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Ymwk			

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Qty.	PARTICULARS	Rate	Amount Rs.	Ps.
	Stapiers Pens. Carbonpaper wires tuffbond		800/-	
			800/-	

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DEBIT VOUCHER			
Company/Firm	Vista View LLP		
Project			
Voucher No.			
Account head			
Paid to	Toll CHARGES		
Towards/description of work	Toll CHARGES		
Location of work			
Amount in Rs.	480/-		
Amount in words	Four Hundred Eighty only		
Mode of payment			
	Cheque/trf No.	Date 29/9/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
[signature]	[signature]		

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Kotak FASTag:Rs.40.00 paid for Toll at Pedda Ambe for TS09FC5821 on 26-09-2025@14:12 .Bal.637.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.80.00 paid for Toll at Pantangi for TS09FC5821 on 26-09-2025@14:48 .Bal.557.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.120.00 paid for Toll at Koralaphad for TS09FC5821 on 26-09-2025@15:37 .Bal.437.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.120.00 paid for Toll at Koralaphad for TS09FC5821 on 29-09-2025@00:45 .Bal.317.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.80.00 paid for Toll at Pantangi for TS09FC5821 on 29-09-2025@01:33 .Bal.237.00.Log on https://kotakfastag.in for disputes.

Kotak FASTag:Rs.40.00 paid for Toll at Ghatkesar for TS09FC5821 on 29-09-2025@02:15 .Bal.197.00.Log on https://kotakfastag.in for disputes.

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