

Weekly - Petty cash / expense card statement.

Name		E. Pabao		Statement date		16/10/25	
Prepared by		Pabao		Sign		Pabao	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	Vista View up		AP 3 rd Eco Lamination '442'	3840	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.							
10.	Total			3840			
Amount to be credited by		Transfer to Happy Card, Other:		Transfer to expense card,		Cash reimbursement,	
Approved by:		Div. Manager		Accountant		Accounts Manager	
Sign:						MD	
Date:							

Notes: 1. Scanned copy of this statement to be submitted before Friday 3pm. 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 with vouchers of last week is not received withhold further payment and salary. 5. Employee must submit photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MD's approval is required for expenses of over 10,000/- per week.

APPROVED BY
DIV. MANAGER
16 OCT 2025

APPROVED BY
ACCOUNTS MANAGER
16 OCT 2025

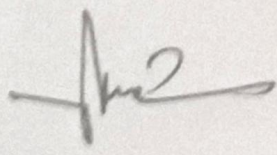
DEBIT VOUCHER

Company Firm	Vishal Vishal		
Project			
Voucher No.			
Account head			
Paid to	Lefranchi Digital		
Towards description of work	for 10000/-		
Location of work	for 2000/- for 10000/- for 10000/-		
Amount in Rs	2000/-		
Amount in words	Two Thousand Only		
Mode of payment			
	Cheque/RTGS	Date 16/10/25	Bank
Prepared by	Approved by	Receiver Name	Receiver Signature
Pruthi	Pruthi		

To
M/s. Vista view LLP
Hydrabad

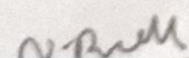
JOB CARD

S.No. : **952**
Date : 1-10-2025

Sl. No.	PARTICULARS	QTY	RATE	AMOUNT	
				Rs.	Ps.
1.	ACP 3mm, Eco Solvent matte lamination. Size 4x2 feet	3	1280	3840	1-
					
Rupees in Words : <u>Three Thousand</u> <u>Eight Hundred forty</u>		TOTAL		3840	1-

For Lepakshi Digital

Receiver's Signature


Authorised Signature