Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	17-10-2025
Prepared by	I.Rama krishna	Sign	
From period	08-10-2025	To period	17-10-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SJK	DP-24	Transportation chrager	500/-	☐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

9	Total			500/-

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign	A.Suresh			
Date:				

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

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6					□Y □N	□Y □N
7					□Y □N	□Y □N
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Amount to be credited by				
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DEBIT VOUCHER			
Company/Firm	SJK		
Project	DP24		
Voucher no.	1		
Account head	SJK		
Paid to			
Towards/description of work	Towards transportation charges for red mud shifting from GHT To DP-24		
Location of work	Bowenpally		
Period	08-10-2025		15-10-2025
Amount in Rs.	500/-		
	Five hundred only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
I.Rama Krishna			

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.