Weekly - Petty cash /expense card statement.

Name	P.Saikumar Reddy	Statement date	28.10.2025
Prepared by	P.Saikumar Reddy	Sign	P.Saikumar Reddy
From period	01.10.25	To period	28.10.2025

Sl No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill
1	Mcmet	Manilal Modi Memorial Hospital	Towards Unloading of 200 cement bags 200@Rs.6	1200.00	Y	N
		Total		**1200**		

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:	[signature]			
Date:	28/10/25			

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.