


**Weekly - Petty cash /expense card statement.**

Name		SOWA		Statement date	30-10-25		
Prepared by		K.Tulasi Rani		Sign			
From period		23-10-25		To period	30-10-25		
1	SOWA	SOV	Towards purchasing of petrol for footpath common totlot's cleaning purpose	450/-			
2	SOWA	SOV	Towards Patrolling charges for the month of November 2025	2000/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
3	SOWA	SOV	Towards purchasing of trimmer cable for garden work	750/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
4	SOWA	SOV	Towards good will given by association member to patrolling person on duss hera	2000/-			
5	SOWA	SOV	Towards GHMC van visited near villa no.122 totlot area drainage clearing	1500/-			
			Total amount	6700/-			
Amount to be credited by		<input type="checkbox"/> Transfer to Haapay card, <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c. <input type="checkbox"/> Other:					
Approved by:		Div. Manager		Accountant	Accounts Manager		MD
Sign:		<div style="border: 1px solid blue; padding: 2px; display: inline-block;">             APPROVED BY   </div>					
Date:		<div style="border: 1px solid blue; padding: 2px; display: inline-block;">             30 OCT 2025           </div>					

per week

K. PURSHOTHAM  
 Project Manager (Silver Oak Villas Part-III)

DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV-I		
Voucher no.	1		
Account head	Umar		
Paid to	K.purshotham		
Towards/description of work	Towards purchasing of petrol for footpath common to lot's cleaning purpose		
Location of work	SOWA		
Period	From: 23-10-25	To: 29-10-25	
Amount in Rs.	450/-		
Amount in words	Four Hundred and Fifty Rupees Only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

APPROVED BY

**30 OCT 2025**

K. PURSHOTHAM  
Project Manager (Silver Oak Villas Part-III)

DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV- I		
Voucher no.	2		
Account head	Umar		
Paid to	K.Purshotham		
Towards/description of work	Towards police Patrolling charges for the month of November 2025		
Location of work	SOWA		
Period	From: 23-10-25	To: 29-10-25	
Amount in Rs.	2000/-		
Amount in words	Two Thousand Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature


APPROVED BY

**30 OCT 2025**

K. PURSHOTHAM  
Project Manager (Silver Oak Villas Part-III)

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

DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV- I		
Voucher no.	3		
Account head	Umar		
Paid to	K.Purshotham		
Towards/description of work	Towards purchasing of trimmer cable for garden work		
Location of work	SOWA		
Period	From: 23-10-25	To: 29-10-25	
Amount in Rs.	750/-		
Amount in words	Seven Hundred and Fifty Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

APPROVED BY  
  
**30 OCT 2025**  
 K. PURSHOTHAM  
 Project Manager (Silver Oak Villas Part-III)

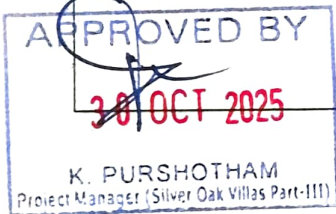
Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

DEBIT VOUCHER			
Company/Firm	Silver Oak Welfare Association		
Project	SOV-I		
Voucher no.	4		
Account head	P.Ramesh		
Paid to	K.Purshotham		
Towards/description of work	Towards good will given by association member to patrolling person on dusshera		
Location of work	sowa		
Period	From: 23-10-25	To: 29-10-25	
Amount in Rs.	2000/-		
Amount in words	Two Thousand rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

APPROVED BY  
  
**30 OCT 2025**  
 K. PURSHOTHAM  
 Project Manager (Silver Oak Villas Part-III)

# DEBIT VOUCHER

Company/Firm	Silver Oak Welfare Association		
Project	SOV-I		
Voucher no.	5		
Account head	P.Ramesh		
Paid to	K.Purshotham		
Towards/description of work	Towards GHMC van visited near villa no.122 totlot area drainage clearing		
Location of work	sowa		
Period	From: 23-10-25	To: 29-10-25	
Amount in Rs.	1500/-		
Amount in words	One Thousand Five Hundred rupees only.		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature



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.



ESTIMATE

Cell : 9100685051

**BALAJI HARDWARE  
ELECTRICAL & SANITARY****Electrical, Paints, Industrial Items**

Dealer : Asian Paints, Surya Cem, Birla White Cement, CI & GI Fitting,  
Anchor Brand Electricals, Finecab, Finolex Wire, General Hardware & Screw Etc,  
Main Road, Beside Shakthi Bar, Cherlapally, Hyderabad, Medchal Dist.

No.

Date : 29/10/25

M/s Silver oak welfare Association

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT	
				Rs.	Ps.
1	Gardening trimmer wire	01	750/-	750/-	
<div><div>INWARD</div><div>Inward No: 1202</div><div>MRN No:</div><div>SILVER OAK welfare Association</div></div>				750/-	
				TOTAL	1

  
Signature



SRI AKSHAYA F/STN  
BPCL DEALERS  
IDA CHERLAPALLY

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INV NO.: Oct-480260-ORGNL  
RECEIPT: Physical Receipt  
VEH NO.: Not Entered  
MOB. NO.: Not Entered  
DATE: 24/10/2025  
TIME: 11:32:09  
NZ NO.: 1  
PRODUCT: PETROL  
RATE: Rs. 107.46  
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AMOUNT: Rs. 150.00  
VOLUME: 1.39L  
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SRI AKSHAYA F/STN  
BPCL DEALERS  
IDA CHERLAPALLY

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INV NO. : 595485-ORGNL  
RECEIPT: Physical Receipt  
VEH NO. : Not Entered  
MOB. No : Not Entered  
DATE : 24/10/2025  
TIME : 11:52:37  
NZ NO. : 1  
PRODUCT: PETROL  
RATE : Rs. 107.46  
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AMOUNT : Rs. 300.00  
VOLUME : 2.79L  
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pine labs V/10/2024  
THANK U



