




Weekly - Petty cash /expense card statement.

Name		SOWA		Statement date		06-11-25	
Prepared by		K.Tulasi Rani		Sign			
From period		30-10-25		To period		06-11-25	
1	SOWA	SOV	Towards purchasing of petrol for footpath common totlot's cleaning purpose			530/-	
2	SOWA	SOV	Towards Recharge of main gate security landline phone for customers complaints purpose			200/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
3	SOWA	SOV	Towards purchasing of cleaning items for club house bathrooms cleaning purpose			150/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
4							
5							
			Total amount			880/-	
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	
Sign:							
Date:							
per week		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> APPROVED BY  06 NOV 2025 K. PURSHOTHAM Project Manager (Siber Jobs 2025 Part-III) </div>					

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 totlot's cleaning purpose		
Location of work	SOWA		
Period	From: 30-10-25	To: 06-11-25	
Amount in Rs.	530/-		
Amount in words	Five Hundred and Thirty Rupees Only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> APPROVED BY  06 NOV 2025 </div>			

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 Recharge of main gate security landline phone for customers complaints purpose		
Location of work	SOWA		
Period	From: 30-10-25	To: 06-11-25	
Amount in Rs.	200/-		
Amount in words	Two Hundred Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> APPROVED BY  08 NOV 2025 </div>			

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 cleaning items for club house bathrooms cleaning purpose		
Location of work	SOWA		
Period	From:	30-10-25	To: 06-11-25
Amount in Rs.	150/-		
Amount in words	One Hundred and Fifty Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
<div style="border: 1px solid black; padding: 5px;"> <p>APPROVED BY</p> <p>06 NOV 2025</p> <p>K. PURSHOTHAM</p> <p>Project Manager (Silver Oak Villas Part-III)</p> </div>			

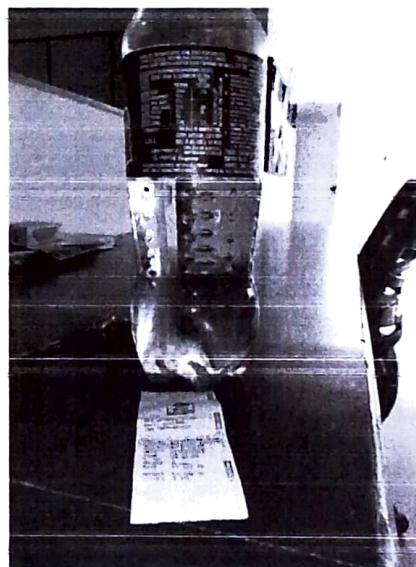
Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.



SRI AKSHAYA F/STN
BPCL DEALERS
IDA CHERLAPALLY

INV NO.: 601891-ORGNL
RECEIPT: Physical Receipt
VEH NO.: Not Entered
HOB No.: Not Entered
DATE: 06/11/2025
TIME: 11:31:59
NZ NO.: 3
PRODUCT: PETROL
RATE: Rs. 107.46
AMOUNT: Rs. 330.00
VOLUME: 3.07L

THANK U



Mobile recharged

Airtel Prepaid ₹202
8978658544

Payment details ^

Recharge Amount ₹199

Platform fee(inclusive of GST) + ₹3

Total Amount ₹202

Transaction ID
NB25102915542353880140102

Airtel Prepaid Reference ID
771555464

Debited from
 Tulsi ₹202

UTR: 830188178369

APPROVED BY
06 NOV 2025
K. P. SHOTHAM
Project Manager (Silver Oak Villas Part III)