

Weekly - Petty cash /expense card statement.

Amount to be credited by Transfer to Haapay card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.
 Other:

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	20-Nov-2025			

per week



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 K. PURSHOTHAM <small>Project Manager (Silver Oak Villas Part-II)</small> </div>			

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  06 NOV 2025 K. PURSHOTHAM <small>Project Manager (Silver Oak Villas Part-II)</small> </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

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
APPROVED BY  06 NOV 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.



Mobile recharged

Airtel Prepaid
8978658544

₹202

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
UTR: 830188178369

