
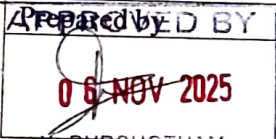


## Weekly - Petty cash /expense card statement.

Name		DTPL		Statement date	06-11-25		
Prepared by		K.Tulasi Rani		Sign			
From period		30-10-25		To period	06-11-25		
1	DTPL	HVRD	Towards Dismantle of 2-ton Split AC 2nos at DTPL for shifting to HO purpose. Charge for each 1200		2400/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
2						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
3						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
4						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
5							
			Total amount		2400/-		
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 black; padding: 2px;"> APPROVED BY    06 NOV 2025  K. PURSHOTHAM  Project Manager (Silver Oak Villas Part-II) </div>					
Date:							
per week							

DEBIT VOUCHER			
Company/Firm	DTPL		
Project	HVRD		
Voucher no.	1		
Account head	Raghunandhan		
Paid to	K.purshotham		
Towards/description of work	Towards Dismantle of 2-ton Split AC 2nos at DTPL for shifting to HO purpose. Charge for each 1200		
Location of work	HVRD		
Period	From: 30-10-25	To: 06-11-25	
Amount in Rs.	2400/-		
Amount in words	Two Thousand Four Hundred Rupees Only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
 <b>06 NOV 2025</b> 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.

