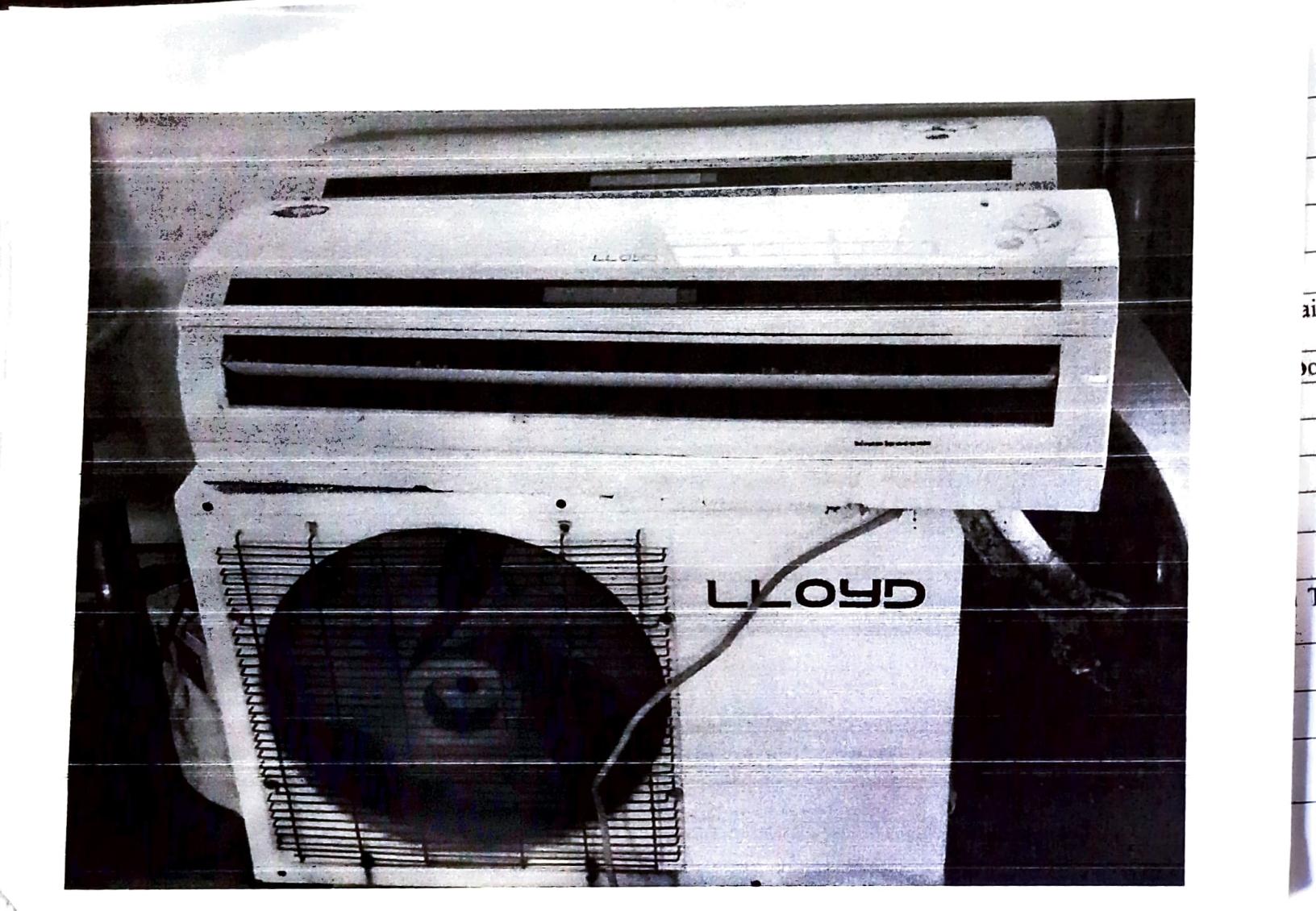


Weekly - Petty cash /expense card statement.

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:	APPROVED BY							
Date:	06 NOV 2025							
per week	K. PURSHOTHAM Project Manager (Silver Oak Villas Part-III)							

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
Approved by	Approved by	Receivers name	Receivers signature
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.



LLOYD