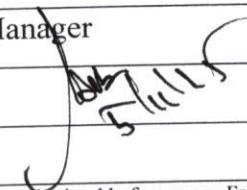
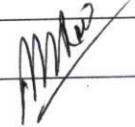


Weekly - Petty cash /expense card statement.

| Name | | Ch Ramesh | | Statement date | Card No:4629 5254 2716 5716 | | | | | |
|--------------------------|---------------|--|------------------|--------------------------|---|--------|----------------------------|----------------------------|----------------------------|----------------------------|
| Prepared by | | Ch Ramesh | | Sign |  | | | | | |
| From period | | | | To period | | | | | | |
| SI No | Debit company | to | Debit to project | Description of expense | | Amount | Bill enclosed | GST bill | | |
| 1. | MEPL | MEPL | | Purchase of Stamp Papers | | 1400 | <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. | | | | | | | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| 6. | | | | | | | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| 7. | | | | | | | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| 8. | | | | | | | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| 9. | | | | | | | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| 10. | | | | | | | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| 11. | Total | | | | | | | | | |
| Amount to be credited by | | <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: | |  | | |  | | | | | |
| Date: | | | | | | | | | | |

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER

Nagari Estate
Plot Property Pvt Ltd

Voucher No. _____

Date : 5/11/25

A/c. _____

| Paid to | Court Purchase of Pump Pipe to no | Rs. | Ps. |
|---------|--------------------------------------|------------------|---------------------|
| towards | | 1400 | |
| Rupees | One Thousand Four Hundred | | |
| Paid by | Cheque Cash | Cheque No. _____ | Dated _____ |
| | | | Drawn on Bank _____ |
| | | | 1400 |

Prepared by

Approved by H. Gulati

Receiver's Signature 