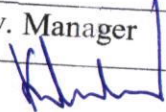


Weekly - Petty cash /expense card statement.

		Greens towers		Statement date	10-10-25	
Prepared by		saikrishna		Sign		
From period				To period	06-11-25	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Sjk	Greens towers	Tirupathi plywood and hardware	1027/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
2.	Rjk	Greens towers	Tirupathi plywood and hardware	1198/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
3.	Sjk	Greens towers	Birla a1 cement	200/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
4.	Rjk	Greens towers	Keerthi hardware	200/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
5.	Rjk	Greens towers	Keerthi hardware	490/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
6.	Rjk	Greens towers	Maity sanitary ware	290/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
7.	Rjk	Greens towers	Hamali charges for po 20250913032	700/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
8.	Rjk	Greens towers	Hamali charges for po 20251007015	700/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
9.	Rjk	Greens towers	Prakash electricals hardware & paints	120/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
10.	Sjk	Greens towers	Keerthi hard ware	130/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
11.	Rjk	Greens towers	Birla a1 cement	50/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
12.	Sjk	Greens towers	Gp build con	1770/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
13.	Sjk	Greens towers	Maity sanitary ware	540/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
14.	Sjk	Greens towers	Birla a1 cement	160/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
15.	Sjk	Greens towers	Keerthi hardware	250/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
16.	Rjk	Greens towers	Birla a1 cement	80/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
17.	Rjk	Greens towers	Om enterprises	80/-	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

[Handwritten signature]

Weekly - Petty cash /expense card statement.

18.	Rjk	Greens towers	Birla al cement	120/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
19.	Rjk	Greens towers	Om prakash sanitary ware	400/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
20.	Vcpl	Greens towers	Electrical department	2000/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
21.	Total			9905/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Amount to be credited by						
Approved by:		Div. Manager	Accountant	Accounts Manager	MD	
Sign						
Date:		06-11-25				

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