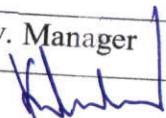


Weekly - Petty cash /expense card statement.

	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
1.	Sjk	Greens towers	Tirupathi plywood and hardware			1027/-	<input 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 type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
3.	Sjk	Greens towers	Birla a1 cement			200/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
4.	Rjk	Greens towers	Keerthi hardware			200/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
5.	Rjk	Greens towers	Keerthi hardware			490/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
6.	Rjk	Greens towers	Maity sanitary ware			290/-	<input 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 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 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 type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
10.	Sjk	Greens towers	Keerthi hard ware			130/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
11.	Rjk	Greens towers	Birla a1 cement			50/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
12.	Sjk	Greens towers	Gp build con			1770/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
13.	Sjk	Greens towers	Maity sanitary ware			540/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
14.	Sjk	Greens towers	Birla a1 cement			160/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
15.	Sjk	Greens towers	Keerthi hardware			250/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
16.	Rjk	Greens towers	Birla a1 cement			80/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
17.	Rjk	Greens towers	Om enterprises			80/-	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N

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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/-		
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