

Weekly - Petty cash /expense card statement.

Name	P.Saikumar Reddy		Statement date	14.11.2025		
Prepared by	P.Saikumar Reddy		Sign	P.Saikumar Reddy		
From period	01.11.2025		To period	14.11.2025		
SI No	Debit company	to Debit project	Description of expenses	Amount	Bill enclosed	GST bill
1	Mcmnet	Mcmnet	Towards cash paid to 200 bags cement unloading hamali charges. 200 bags X Rs.6 /- = Rs.1200 /-	1200.00	✓ Y	N

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 receipted of scanned statement on Saturday. 4. If original statement with vouchers of 1st 60 notes 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.