

Weekly - Petty cash /expense card statement.

Amount to be credited by Transfer to Haipay card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other:

Approved by: Div. Manager _____ Accountant _____ Accounts Manager _____ MD _____

Sign:

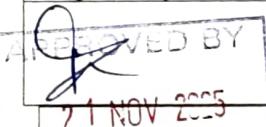
Date:

per week

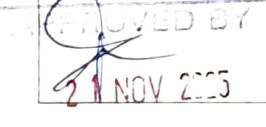
per week

APPROVED BY
21 NOV 2005

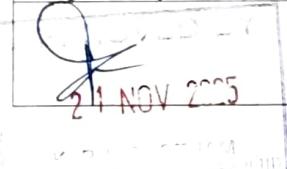
DEBIT VOUCHER

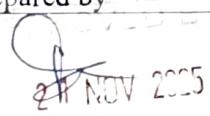
Company/Firm	SOWA		
Project	SOV- I		
Voucher no.	3		
Account head	Umar		
Paid to	K.Purshotham		
Towards/description of work	Towards gardening scissors sharpening purpose (7nos)		
Location of work	SOWA		
Period	From: 19-11-25	To: 20-11-25	
Amount in Rs.	1400/-		
Amount in words	One Thousand Four Hundred Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
 APPROVED BY 21 NOV 2005			

DEBIT VOUCHER

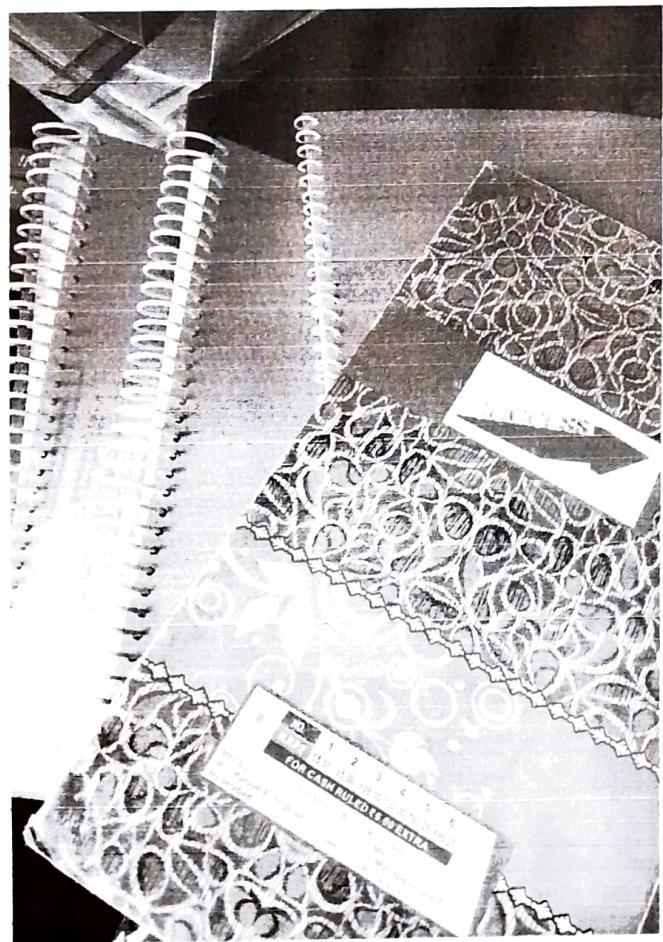
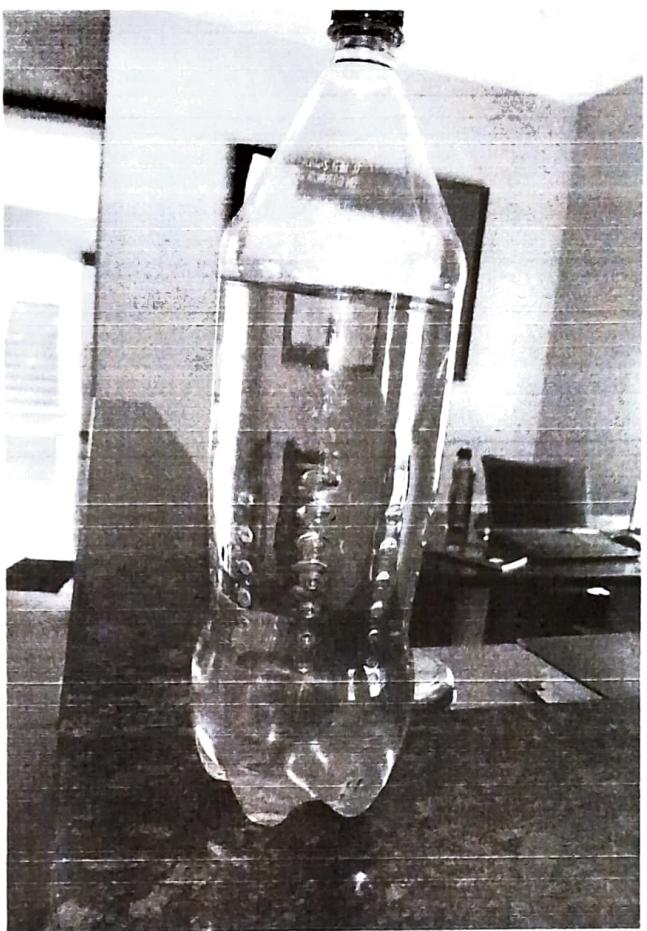
Company/Firm	SOWA		
Project	SOV- I		
Voucher no.	4		
Account head	Umar		
Paid to	K.Purshotham		
Towards/description of work	Towards buying of cleaning items for clubhouse common washrooms cleaning purpose		
Location of work	SOWA		
Period	From: 19-11-25	To: 20-11-25	
Amount in Rs.	200/-		
Amount in words	Two Hundred Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
 APPROVED BY 21 NOV 2005			

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.

DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV-I		
Voucher no.	1		
Account head	Umar		
Paid to	K.purshotham		
Towards/description of work	Towards buying and Printing house keeping schedule registers & spiral binding books for daily attendance record purpose		
Location of work	SOWA		
Period	From: 19-11-25	To: 20-11-25	
Amount in Rs.	500/-		
Amount in words	Five Hundred Rupees Only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
 21 NOV 2025			

DEBIT VOUCHER			
Company/Firm	SOWA		
Project	SOV- I		
Voucher no.	2		
Account head	Umar		
Paid to	K.Purshotham		
Towards/description of work	Towards buying of Petrol for garden area trimming purpose		
Location of work	SOWA		
Period	From: 19-11-25	To: 20-11-25	
Amount in Rs.	200/-		
Amount in words	Two Hundred Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
 21 NOV 2025			

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



CASH BILL

Ph : 9502627928



**SRI SAI BABA
LORRY BODY BUILDER WORKS**



Near Bharat Petrol Pump, Mallapur,
Nacharam, Hyderabad - 500 076.

No.

Date : 20-11-2023

M/s _____

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT Rs. Ps.
71	Kotharavas gnoch			1400 - 00
				TOTAL 1400 - 00

SIGNATURE