

Weekly - Petty cash /expense card statement

Amount to be credited by Transfer to Hapay card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c

Approved by: PPB Manager / Accountant / Accounts Manager / VA

Sign: PAUL J. BURGESS MANAGER RECORDED IN PLAIN ENGLISH ML

Date: _____

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be submitted to the manager.

Notes: 1. Scanned copy of ~~the statement~~ to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountants by ~~Monday~~ 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.