







Weekly - Petty cash /expense card statement

Name		P. Saikumar Reddy		Statement date		05.12.2025	
Prepared by		P. Saikumar Reddy		Sign		P. Sai kumar Reddy	
From period		01.11.2025		To period		02.12.2025	
Sl No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill	
1	Mcmet	Manilal Modi memorial trust	Towards cash paid to transportation charges for expansive motor	1350.00	Y	N	
1	Mcmet	Manilal Modi memorial trust	Towards clients visit refreshment charges	450	Y	N	
Total				1800.00			

Amount to be credited by ☐ Transfer to Hapday card, ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c.

Approved by:  P. Saikumar Reddy
 Sign:  P. Saikumar Reddy
 Date:  P. Saikumar Reddy

Accountant:  P. Saikumar Reddy
 Accounts Manager:  P. Saikumar Reddy
 MD:  P. Saikumar Reddy

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. 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.