Weekly - Petty cash /expense card statement.

Name	K. Prasad	Statement date	10/12/25
Prepared by	Prasad	Sign	Prasad
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	G.V. Research	Center Pvt LTD	Trans Pervant Steeler Viv. Printing	18580	Y N	Y N
2.					Y N	Y N
3.					Y N	Y N
4.					Y N	Y N
5.					Y N	Y N
6.					Y N	Y N
7.					Y N	Y N
8.					Y N	Y N
9.					Y N	Y N
10.	Total			18580	Y N	Y N

Amount to be credited by	Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign	10/12/25			
Date				

APPROVED BY MANAGEMENT

Note: 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

DEBIT VOUCHER

Company/Firm	G.V. Research Center Pvt Ltd		
Project			
Voucher No.			
Account head			
Paid to	Lepakshi Digitals		
Towards/description of work	78.NO, Transparent Sticker UV Printing matte Lamation		
Location of work			
Amount in Rs.	8580/-		
Amount in words	Eight Thousand Five Hundred Eighty only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
	[signature] APPROVED BY 10 DEC 2023 E. PRASAD MANAGER PROMOTION		

Lepakshi Digitals

Complete Sign Solutions

Shop No. 1,2, H.No.11-34, Beside Bus Stop,
Annapurna Enclave, Behind Kanaka Durga Wines
Near Sathyanarayana Colony, Road No. 13,
Nagaram, Keesara Mdl., Medchal-Malkajgiri Dt.
Mobile : 9000123245
E-mail : lepakshidesign@gmail.com

JOB CARD

To
M/s. G.V. Research Centres Pvt. Ltd.
Hyderabad.

S.No. : 804

Date : 3/12/2025

Sl. No.	PARTICULARS	QTY	RATE	AMOUNT Rs.	Ps.
1.	Transparent sticker UV printing matte lamination and mounting on the glass.	78 Sft	110	8580	/-
			TOTAL	8580	/-

Rupees in Words : Eight Thousand five hundred eighty rupees only

For **Lepakshi Digitals**

Receiver's Signature

Authorised Signature