

Weekly - Petty cash / expense card statement.

Name		E. P. P. P. P.		Statement date		24/12/15	
Prepared by		P. P. P. P.		Sign		P. P. P. P.	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.			Permit charges for the car	3696	Y N	Y N	
2.			Travel expense 11/11	450	Y N	Y N	
3.			Toll charges	452	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.					Y N	Y N	
Amount to be credited by							
Transfer to Happy card		Transfer to expense card		Cash reimb. payment		Transfer to personal a/c	
Approved by:		Div. Manager		Account Manager		MD	
Sign:							
Date:							

Notes: 1. Original copy of this statement to be submitted to the Accounts Manager every Monday. 2. Original vouchers to be attached to this statement and read to respective Accounts Manager by Monday. 3. Vouchers to be submitted to Accounts Manager by Monday. 4. If original vouchers are not submitted, the Accounts Manager will not be responsible for the payment and salary. 5. Employees must maintain photocopy of all bills/vouchers for 3 months. 6. Voucher receipt and voucher receipt required for all bills/vouchers of over 10,000/- per week. MD's approval is required for all bills/vouchers of over 10,000/- per week.

Amount Rs. 4,598/- to be divided in to

50% - 1532/-

40% - 1532/-

10% - 1534/-

4598/-

also with 15/-

DEBIT VOUCHER

Company/Firm	METHIAS NO. 1 BALLY KOWALUPY MADI BALLY Grame		
Project	MADI. HAWING BILLO		
Voucher No.			
Account head			
Paid to			
Towards/description of work	SIAU BONG NIP Ramanathan Petrol		
Location of work	46210418		
Amount in Rs.	3694/-		
Amount in words	Three thousand Six Hundred Ninety Six only		
Mode of payment			
	Cheque/trf No.	Date 24/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. Prakash			

APPROVED BY
24 DEC 2025
E. PRASAD
MANAGER PROMOTION

CHARGES
 46210418

Voucher

DEBIT VOUCHER

Company/Firm	NETHA S MAD: RAOBH 100WICKLYS MAD: RAOBH		
Project	MAD: RAOBH, RT-10 Genome Valley		
Voucher No.			
Account head			
Paid to	Lunch expense		
Towards/description of work	BIRAL BOKING NTPC Lunch expense 18/12/25		
Location of work			
Amount in Rs	450/-		
Amount in words	Four Hundred Fifty only		
Mode of payment			
	Cheque/trf No.	Date 24/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Pran			

APPROVED BY
24 DEC 2025
E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER

Company/Firm	MEHGA, MAD: RAOHLY LOWLAKUP, MAD: RAOHLY General Value UP		
Project	MAD: HAWING, PIRETO		
Voucher No.			
Account head			
Paid to	TOLL CHARGES		
Towards/description of work	TOLL CHARGES NILE GRACE BOLING		
Location of work			
Amount in Rs	452/		
Amount in words	Four Hundred Fifty Two only		
Mode of payment			
	Cheque/trf No.	Date 24/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y M N K			

APPROVED BY
24 DEC 2025
E. PRASAD
MANAGER PROMOTION

Kotak FASTag:Rs.78.00 paid for Toll at Duddeda To for TS09FC5821 on 19-12-2025@06:09 .Bal.307.00.Log on <https://kotakfastag.in> for disputes.

Kotak FASTag:Rs.72.00 paid for Toll at Renikunta for TS09FC5821 on 19-12-2025@07:52 .Bal.235.00.Log on <https://kotakfastag.in> for disputes.

Kotak FASTag:Rs.76.00 paid for Toll at Basanthnag for TS09FC5821 on 19-12-2025@09:13 .Bal.159.00.Log on <https://kotakfastag.in> for disputes.

Kotak FASTag:Rs.76.00 paid for Toll at Basanthnag for TS09FC5821 on 20-12-2025@06:46 .Bal.583.00.Log on <https://kotakfastag.in> for disputes.

Kotak FASTag:Rs.72.00 paid for Toll at Renikunta for TS09FC5821 on 20-12-2025@08:44 .Bal.511.00.Log on <https://kotakfastag.in> for disputes.

Kotak FASTag:Rs.78.00 paid for Toll at Duddeda To for TS09FC5821 on 20-12-2025@10:48 .Bal.433.00.Log on <https://kotakfastag.in> for disputes.

Sum 110/12/25

Rs. 4521