

Weekly - Petty cash /expense card statement.

Name	SOWA		Statement date	26-12-25							
Prepared by	K.Tulasi Rani		Sign								
From period	18-12-25		To period	25-12-25							
1	SOWA	SOV	Towards purchasing of petrol for garden trimming purpose	220/-	<input type="checkbox"/> Y	<input type="checkbox"/> N					
2	SOWA	SOV	Towards Police patrolling charges for the month of Jan 2026	2000/-	<input type="checkbox"/> Y	<input type="checkbox"/> N					
3	SOWA	SOV	Towards Police patrolling charges for the month of Dec 2025	2000/-	<input type="checkbox"/> Y	<input type="checkbox"/> N					
4	SOWA	SOV	Towards Part-III Transformer Fuse replacing work	1000/-	<input type="checkbox"/> Y	<input type="checkbox"/> N					
5					<input type="checkbox"/> Y	<input type="checkbox"/> N					
					<input type="checkbox"/> Y	<input type="checkbox"/> N					
					<input type="checkbox"/> Y	<input type="checkbox"/> N					
					<input type="checkbox"/> Y	<input type="checkbox"/> N					
				Total amount	4,220/-						
Amount to be credited by	<input type="checkbox"/> Transfer to Haapay card, <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input checked="" type="checkbox"/> Transfer to personal a/c. <input type="checkbox"/> Other:										
Approved by:	Div. Manager	Accountant	Accounts Manager	MD							
Sign:											
Date:											
per week											

DEBIT VOUCHER

Company/Firm	SOWA		
Project	SOV-I		
Voucher no.	1		
Account head	Umar		
Paid to	K.purshotham		
Towards/description of work	Towards purchasing of petrol for garden trimming purpose		
Location of work	SOWA		
Period	From: 18-12-25	To: 25-12-25	
Amount in Rs.	220/-		
Amount in words	Two hundred and Twenty Rupees Only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> APPROVED BY  25 DEC 2025 </div>			

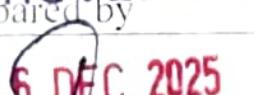
Notes: 1. ~~Print full sheet~~ 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work

DEBIT VOUCHER

Company/Firm	SOWA		
Project	SOV-1		
Voucher no.	2		
Account head	Umar		
Paid to	K.Purshotham		
Towards/description of work	Towards Police patrolling charges for the month of January 2026		
Location of work	SOWA		
Period	From: 18-12-25	To: 25-12-25	
Amount in Rs.	2000/-		
Amount in words	Two Thousand Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature



DEBIT VOUCHER

Company/Firm	SOWA		
Project	SOV- I		
Voucher no.	3		
Account head	Umar		
Paid to	K.Purshotham		
Towards/description of work	Towards Police patrolling charges for the month of Dec 2025		
Location of work	SOWA		
Period	From: 18-12-25	To: 25-12-25	
Amount in Rs.	2000/-		
Amount in words	Two Thousand Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
APPROVED BY Prepared by  26 DEC 2025 K. PURSHOTHAM Project Manager (Silver Oak Villas Part-III)	Approved by	Receivers name	Receivers signature

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- 1		
Voucher no.	4		
Account head	Umar		
Paid to	K.Purshotham		
Towards/description of work	Towards Transformer fuse complaint attending work		
Location of work	SOWA		
Period	From: 18-12-25	To: 25-12-25	
Amount in Rs.	1000/-		
Amount in words	Two Thousand Rupees only		
Mode of payment	Cheque/trf no.	Date	Bank
APPROVED BY <i>K. PURSHOTHAM</i> <i>Project Manager, Silver Oak Villas Part 111</i>	Approved by	Receivers name	Receivers signature

1. One debit voucher 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

