


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	<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	<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	<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	<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	
					<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 type="checkbox"/> Transfer to personal a/c. <input type="checkbox"/> Other:						
Approved by:	Div. Manager		Accountant	Accounts Manager		MD	
Sign:							
Date:	25 DEC 2025						
	K. PURSHOTHAM Project Manager (Silver Oak Villas Part-III)						

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

APPROVED BY

23 DEC 2025

K. PURSHOTHAM

Project Manager (Silver Oak Villas Part-III)

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

**APPROVED BY**

23 DEC 2025

K. PURSHOTHAM  
Project Manager (Silver Oak Villas Part-II)

## DEBIT VOUCHER

Company/Firm	SOWA		
Project	SOV- 1		
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	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	Receivers name	Receivers signature



K. PURSHOTHAM  
Project Manager, Silver, Old Village, Patti, Ull

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



