

Weekly - Petty cash / expenses card statement

Name		Petra Petersen		Statement date		31/12/25	
Prepared by		Petra		Sign		Petra	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.							
2.	1420.60		For Carfax Park	1386	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.					Y N	Y N	
Amount to be credited by				1386			
Approved by:		Transfer to Petty cash, Transfer to expense card, Cash re-investment, Transfer to personal a/c.					
Sign:		Div. Manager		Accounts Manager	MD		
Date:							

APPROVED BY
31 DEC 2025
PRESIDENT PROMOTIONS

Under 1. Receipted copy of this statement to be submitted before every Friday. 2. Original vouchers to be attached to this statement and sent to respective accountants by Monday. 3. Accruals to be submitted as required of accounts statement on Saturday. 4. If original statement is not received within 7 days of the end of the week, it will be treated as if it was not received. 5. Employees must submit photograph of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval is required for expenses of over 2,000/- per week. MD's approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

Company/Firm	Mop. Buiher Dist. ADT Camp		
Project			
Voucher No.			
Account head			
Post to	NABUQIT ADT		
To/words/description of work	Time of India Classico Paper AD 9/1/26 11/1/26		
Location of work			
Amount in Rs.	1886/-		
Amount in words	One thousand three hundred eighty six		
Mode of payment			
	Cheque/bf No.	Date 3/12/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. M. K.			

APPROVED BY
31 DEC 2025
E. PRASAD
MANAGER PROMOTION

