Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar		Statement date	09-01-2026 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar		Sign	
From period	02-01-2026		To period	08-01-2026

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHTR	MHTR	Adapter purchased	400	☐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.					☐Y ☐N	☐Y ☐N
11.	Total			400		

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

Notes: 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 receipted 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

Modi Housing Trading

Voucher No. _____

A/c. _____ Date : 8/1/26

Paid to	Sai Commemorate		Rs.	Ps.
towards	Dtype adapter for tab Purchased for Praveen		400	
Rupees	Four Hundred only		/	

Paid by	Cheque / Cash	Cheque No.	Dated	Drawn on Bank	400	

Prepared by

Approved by

Receiver's Signature