

Weekly - Petty cash /expense card statement.

Vinod *Frank* to JK  
canal

Name	G JAI KUMAR		Statement date	09-01-2026			
Prepared by	JAI KUMAR		Sign				
From period	03-01-2026		To period	09-01-2026			
SI No	Debit to company	Debit to project	Description of expense		Amount	Bill enclosed	GST bill
1.	MPPL	MPPL	Ghmc Grbage Collection DEC-25		400	<input type="checkbox"/> Y	<input type="checkbox"/> N
2.	MPPL	MPPL	E Department Power Problem		450	<input type="checkbox"/> Y	<input type="checkbox"/> N
3.						<input type="checkbox"/> Y	<input type="checkbox"/> N
4.						<input type="checkbox"/> Y	<input type="checkbox"/> N
5.						<input type="checkbox"/> Y	<input type="checkbox"/> N
6.						<input type="checkbox"/> Y	<input type="checkbox"/> N
7.						<input type="checkbox"/> Y	<input type="checkbox"/> N
8.	Total				850/-	<input type="checkbox"/> Y	<input type="checkbox"/> N
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:	<b>APPROVED BY</b> <i>G JAI KUMAR</i>						
Date:	<i>10 JAN 2026</i>						

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 receipt 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

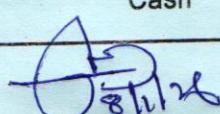
MPPR

Voucher No. \_\_\_\_\_

Date: 8/1/26

A/c. \_\_\_\_\_

Paid to	Rs.	Ps.
E. Dept. (Krishna) towards Power fluctuation and phase problem as on 8/1/26	450/-	
Rupees Four hundred and fifty only		
Paid by Cheque Cash	450/-	
Cheque No. DR JAN 2126 Dated 8/1/26 Drawn on Bank		

  
Prepared by

  
Approved by  
APPROVED BY  
G JAIKUMAR  
AGM-HR Admin

Receiver's Signature

DEBIT VOUCHER

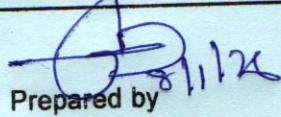
MPPL

Voucher No. \_\_\_\_\_

A/c. \_\_\_\_\_

Date: 8/1/26

Paid to	Rs.	Ps.
GHMC Garbage Collector.		
towards Garbage Collecting for the Month	400/-	
of Dec 2025		
Rupees Four hundred Rupees only		
Paid by <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> Cash		
Cheque No. <u>AGM-HR &amp; ANI</u> Dated <u>G. JAI KUMAR</u>		
<u>08 JAN 2026</u>		
Drawn on Bank		
	400/-	

  
Prepared by 8/1/26

  
Approved by APPROVED BY

Receiver's Signature