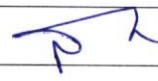
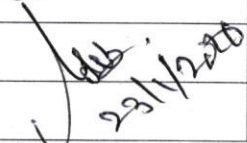


Weekly - Petty cash /expense card statement.

Name	Ch Ramesh		Statement date	Card No:4629 5254 2716 5716		
Prepared by	Ch Ramesh		Sign			
From period			To period			

Sl No	Debit company to	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	mpsl	mpsl	Purchase of Stamp Paper 24 nos &	6076	☐ Y ☐ N	☐ Y ☐ N
2.			color print (xerox & food export)		☐ 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			6076		

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:	23/1/2020			

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

NPR

Voucher No. _____

Date : _____

23/01/2026

A/c. _____

Paid to	Rs.	Ps.
towards	3360	00
paid to Secunderabad Court, purchase		
of stamp papers, 20 no's.		
for vivint, sale deeds.		
Rupees		
Three thousand three hundred &		
Sixty Rupees only		
Paid by	Cheque No.	Dated
Cash		
	Drawn on Bank	
	3360	00

Prepared by

Approved by

Receiver's Signature

nppl

Date: 21/01/2026

Paid to Levon

Paid to	Xeron
towards	Xeron for registration purpose at office + Snacks and

tea expenditure

	tea expenditure
Rupees	one thousand two hundred and

Sixty six only

Paid by Cheque
Cash

Cheque No.

Dated

Drawn on Bank

Rs.

Ps.

1266

1266

Prepared by

Approved by

Receiver's Signature

K.O.T.

No: _____

Date: 20/01/26

05 - 2. Puro
02 - 8.887
01 Roll

100
100
60

260

260

DEBIT VOUCHER

NPPL

Voucher No. _____ Date : 23/01/2026

A/c. _____		Rs.	Ps.
Paid to		1450	00
towards	Shanupet GRO, colour Xerox & print outs - for vivink Sab-deech		
Rupees	One thousand four hundred & fifty Rupees only		
Paid by	Cheque _____ Cash _____		
	Cheque No. _____ Dated _____ Drawn on Bank _____	1450	00

Approved by 



Prepared by

Receiver's Signature 