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 to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPPL	MPPL	Purchase of Stamp Papers 24 Nos &		☐Y ☐N	☐Y ☐N
2.			Color Print / Xerox & food Expenses	6076	☐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:	23/1/2020			
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

MPPL

Voucher No. ________ Date : 23/01/2026

A/c. ________

Paid to

towards paid to Secunderabad court, purchase of stamp papers ' 24 no's. for visint 'sale deeds.

Rupees Three thousand three hundred & Sixty Rupees only

	Rs.	Ps.
	3360—	00
	3360—	00

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

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

MPPL

Voucher No. ____________ Date : 21/01/2026

A/c. ____________

	Rs.	Ps.
Paid to xerox	1266	00
towards xerox for registration purpose at Shamirpet SRO office + Snacks and tea expenditure		
Rupees one thousand two hundred and sixty six only		
	1266	00

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

Prepared by

Approved by M.A. Lateef

Receiver's Signature

TANDOOR RESTAURANT
A/C MULTI CUISINE FAMILY RESTAURANT

73

K.O.T.

Date: 20/01/26 No:

05 -	E. Pura	100
02 -	Pasty	100
01	Roll	60
		260

260

DEBIT VOUCHER

MPPL

Voucher No. ______ Date : 23/01/2026

A/c. ______

	Rs.	Ps.
Paid to	1450 —	00
towards Shamirpet SRO, colour xerox & print outs. - for vivint Sale deeds		
Rupees One thousand four hundred & fifty Rupees only		
Paid by Cheque / Cash · Cheque No. · Dated · Drawn on Bank	1450 —	00

Prepared by · Approved by K. Anu · Receiver's Signature