

Weekly - Petty cash / expense card statement

Name		L. Pragas		Statement date	29/1/26	
Prepared by		Pragas		Sign	Pragas	
From period				To period		
Sl No	Debit to company	Debit to project	Description of expenses	Amount	Bill enclosed	GST bill
1.	Mktg. S.M. Pragas		As per S.M. Pragas	2300	Y N	Y N
2.		UP			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.	Total			2300	Y N	Y N
Amount to be credited by		Transfer to Petty cash, Transfer to expenses card, Cash reimbursement, Transfer to personal a/c.				
Approved by:		Div. Manager		Accounts Manager MD		
Sign:						
Date:						

APPROVED BY
23 JAN 2026
ACCOUNTANT

Notes: 1. Enclosed copy of this statement to be submitted to the Accounts Manager for approval. 2. Original statement to be submitted to the Accounts Manager for approval. 3. Accounts to be submitted on a monthly basis. 4. If original statement is not submitted within the specified time, the Accounts Manager will not be responsible for the payment of the bill. 5. Employees must submit the photocopy of all bills/receipts for 3 months. 6. Employees must submit the photocopy of all bills/receipts for 3 months.

DEBIT VOUCHER

Company/Firm	Mehra's MODI Realty LOWWICK UP		
Project	CHT		
Voucher No.			
Account head			
Paid to	LeParkhi Digital		
Towards/description of work	A0 size 5MM foam board with eco Printy 1 no,		
Location of work			
Amount in Rs.	2300/-		
Amount in words	Two thousand three hundred only		
Mode of payment			
	Cheque/trf No.	Date 29/1/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y. M. K.			

APPROVED BY
29 JAN 2026
E. PRASAD
MANAGER PROMOTION

To

M/s. Maha and Mohi Realty
Kesara Mid.

JOB CARD

S.No. :

Date : 28-01-2026

Sl. No.	PARTICULAR	QTY	RATE	AMOUNT	
				Rs.	Paise
1.	AO Size 5mm foam board with eco solvent colour printing and matt lamination.	1	2300	2300	1/-
Rupees in words : <u>Two Thousand</u> <u>Three hundred only</u>		TOTAL		2300	1/-

For Lepakshi Digitals

Receiver's Signature

Authorised Signature