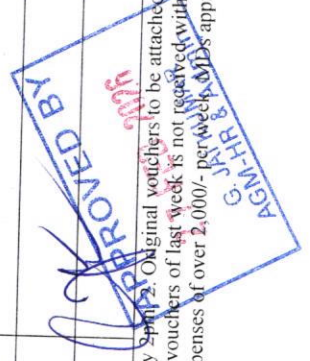


Weekly - Petty cash /expense card statement.

Name		Ch Ramesh		Statement date		Card No:4629 5254 2716 5716	
Prepared by		Ch Ramesh		Sign		<i>Ch Ramesh</i>	
From period				To period			
Sl No	Debit to company	to	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	BRG		BRG	Printed documents xerox & Spiral Binding	3980	☐ Y ☐ N	☐ Y ☐ N
2.				Banking Purpse		☐ 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				3980	☐ Y ☐ N	☐ Y ☐ N
Amount to be credited by							
Approved by:				☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Sign:		Div. Manager		Accountant		Accounts Manager	
Date:						MD	

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. 7. MDs approval is required for expenses of over 10,000/- per week



DEBIT VOUCHER

Moeti Realty Genome Valley Up

Voucher No. _____

A/c. _____

Date : 27/6/26

Paid to	Bhagya laxmi Xerox	Rs.	Ps.
towards	Being cash paid to Bhagya laxmi	3980	- a
	Xerox towards xerox, spiral Binding & laminating		
	of United document for Banker		
	Three thousand nine hundred & Eighty Rupees only		
Paid by	Cheque		
	Cash		
	Cheque No.		
	Dated		
	Drawn on Bank		
		3980	- a

Prepared by

APPROVED BY
27 FEB 2026
G. JAI KUMAR
GM-FR & Admin

Approved by

Receiver's Signature

[Signature]

