Weekly - Petty cash /expense card statement.

Name	Zakir	Statement date	4.07.2020
Prepared by	Vijitha	Sign	
From period	28.05.2020	To period	1.07.2020

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MRMLLP	AGH	Krishna sai motors (Activa repairing work)	1360	Y N	Y N
2.	MRMLLP	AGH	Bhavani iron & hardware power tools (Purchase of level pipe)	250	Y N	Y N
3.	MRMLLP	AGH	Janata book center (Purchase of note books)	60	Y N	Y N
4.	MRMLLP	AGH	Flipkart (Purchase of Wire less optical mouse)	599	Y N	Y N
5.	MRMLLP	AGH	Bhavani iron & hardware power tools (Purchase of metna)	220	Y N	Y N
6.						
7.	Total			**2489/-**		

Amount to be credited by	Transfer to Happay card, Cheque	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Project Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

Certified by
Asst. Project Manager/Engineer
Modi Realty (Miryalaguda) LLP