Weekly - Petty cash /expense card statement.

Name	Md Zakir Hossain	Statement date	3/9/2020
Prepared by	Vijitha	Sign	Viju
From period	27/8/2020	To period	3/9/2020

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MRMLLP	AGH	Bhavani iron & Hardware power tools (Purchase of Cutting & Grinding blade)	300	Y N	Y N
2.	MRMLLP	AGH	Sri Venkataparamdhama general stores (Purchase of wipers)	240	Y N	Y N
3.	MRMLLP	AGH	Sri kanakadurga traders (Purchase of couplings)	140	Y N	Y N
4.	MRMLLP	AGH	Siddardha traders (Purchase of wood screws)	150	Y N	Y N
5.	MRMLLP	AGH	Ramdev Electrical & Home appliance (Purchase of pvc grip)	80	Y N	Y N
6.	MRMLLP	AGH	Balaji electrical & General stores (Purchase of Wooden screws packet)	100	Y N	Y N
7.	MRMLLP	AGH	Siddardha traders (Purchase of nylon grips & wood screws & self threading screw)	467	Y N	Y N
8.	MRMLLP	AGH	Sri Kanakadurga traders (Purchase of red oxide & black oxide & brush &)	800	Y N	Y N
9.	MRMLLP	AGH	Amount paid to zameer (MS Sheet & bend cutting & fixing purpose)	2400	Y N	Y N
10.	MRMLLP	AGH	More stores (Purchase of water bottles & biscuits)	124		

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Weekly - Petty cash /expense card statement.

MRMLLP	AGH	Siddhardha traders (Purchase of black oxide & screws)	363	Y N	Y N
		Total	5164/-		

Amount to be credited by	✓Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other:			
Approved by:	Project Manager	Accountant	Accounts Manager	MD
Sign:	Certified by Asst. Project Manager/Engineer			
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

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