

Weekly - Petty cash /expense card statement.

Name		MD.Zakir		Statement date		16.10.2020	
Prepared by		Vijitha		Sign			
From period		26.09.2020		To period		15.10.2020	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	MRRMLLP	AGH	N.R mill stores (Purchase of Welding rod)	300	☒ N	☒ N	
2.	MRRMLLP	AGH	Sri Rama iron & Hardware (Purchase Coconut rope bundle)	550	☒ N	☒ N	
3.	MRRMLLP	AGH	Suri Automobiles (Purchase of mm bolts)	110	☒ N	☒ N	
4.	MRRMLLP	AGH	Bhavani iron & hardware power tools (Purchase of 8mm bit)	80	☒ N	☒ N	
5.	MRRMLLP	AGH	Bhavani iron & hardware power tools (Purchase of 350mm pipe)	180	☒ N	☒ N	
6.	MRRMLLP	AGH	Bhavani iron & hardware power tools (Purchase of bar)	100	☒ N	☒ N	
7.	MRRMLLP	AGH	Sri Vigneshwara iron & hardware (Purchase of cutting blade)	100	☒ N	☒ N	
8.	MRRMLLP	AGH	Best ropes & General (Purchase of goa rope)	550	☒ N	☒ N	
9.	MRRMLLP	AGH	Durian (Purchase of blades)	160	☒ N	☒ N	
10.	MRRMLLP	AGH	Gadagoju sanitary ware (Purchase of rack bolt screws)	1100	☒ N	☒ N	
11.	MRRMLLP	AGH	Sri vigneshwara iron & hardware (Purchase of	270	☒ N	☒ N	
12.	MRRMLLP	AGH	Gadagoju sanitary ware (Purchase of bolts)	550	☒ N	☒ N	

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						N	N
13.	MRMLLP	AGH	Zameer (2.5 HP motor repairing)	2100		Y N	Y N
14.	MRMLLP	AGH	TSSPDCL (Transformer fuse changes)	700		Y N	Y N
15.	MRMLLP	AGH	Amali charges (20 tons steel unloading)	3200		Y N	Y N
16.	MRMLLP	AGH				Y N	Y N
17.	Total			10500/-			
Amount to be credited by		Transfer to Haapay card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.		
Approved by:		Project Manager	Accountant	Accounts Manager	MD		
Sign:							
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 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. MDs approval is required for expenses of over 10,000/- per week