

Weekly - Petty cash /expense card statement.

Name		Zakir Hossain		Statement date		23.10.2020	
Prepared by		Zakir		Sign			
From period		05.10.2020		To period		23.10.2020	
Sl No	Debit to company	Debit to project	Description of expense		Amount	Bill enclosed	GST bill
1.	MRMLLP	AGH	Sri Anjaneya news agencies (News papers received)		320	N ✓	✓ N
2.	MRMLLP	AGH	Raghavendra iron & hardware (Purchase of welding rod packet)		240	✓ N	✓ N
3.	MRMLLP	AGH	Sri kanakadurga traders (Purchase of pvc elbow)		250	✓ N	✓ N
4.	MRMLLP	AGH	Surya steel tubes & pipes (Purchase of sponges)		100	✓ N	✓ N
5.	MRMLLP	AGH	Bhavani iron & hardware tools (Purchase of binding wire)		500	✓ N	✓ N
6.	MRMLLP	AGH	Amazon .in (Purchase of passion tri royal tool)		184	✓ N	✓ N
7.	MRMLLP	AGH	Sidhartha traders (Purchase of block oxide)		120	✓ N	✓ N
8.	MRMLLP	AGH	Bhavani iron & hardware power tools (Purchase of blades)		190	✓ N	✓ N
9.	MRMLLP	AGH	Sidhartha traders (Purchase of goldwashers)		70	✓ N	✓ N
10.	MRMLLP	AGH	Sri kanakadurga traders (Purchase of mcl blach)		180	✓ N	✓ N
11.	MRMLLP	AGH	TSSPDCL (Sitelectricity bill paid)		43339	✓ N	✓ N
12.	MRMLLP	AGH	Sri Kanakadurga traders (Purchase of mta & fta)		270	✓	✓

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						N	N
13.	MRM LLP	AGH	Mahalaxmi tiles (Purchase of white cement)	150		Y N	Y N
14.	MRM LLP	AGH	TSSPDCL (CT Meter loaded)	2500		Y N	Y N
15.	MRM LLP	AGH	Right way cable broad brand communications (Hathway connection given)	2000		Y N	Y N
16.	Total						50413/-
Amount to be credited by		Transfer to Hapay 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. MD's approval is required for expenses of over 10,000/- per week