

Weekly - Petty cash /expense card statement.

Name	MD.Zakir		Statement date	24.12.2020		
Prepared by	Vijitha		Sign			
From period	17.11.2020		To period	23.12.2020		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MRMLLP	AGH	Lakshmi electricals & Sanitary (Purchase of 50mm pvc for site use purpose)	70	Y N	Y N
2.	MRMLLP	AGH	Lakshmi electricals & Sanitary (Purchase of pvc clamps for site use purpose)	170	Y N	Y N
3.	MRMLLP	AGH	Sri lakshmi narasimha power tools (Purchase of spiral bind for office use purpose)	100	Y N	Y N
4.	MRMLLP	AGH	Lakshmi electricals & Sanitary (Purchase of pvc & rods for site use purpose)	110	Y N	Y N
5.	MRMLLP	AGH	Sri veerabramhendra swami housing materials shop (Purchase of bellies)	5250	Y N	Y N
6.	MRMLLP	AGH	Lakshmi electricals & Sanitary (Purchase of MTA for site use purpose)	140	Y N	Y N
7.	MRMLLP	AGH	Best ropes & general (Purchase of goa rope)	480	Y N	Y N
8.	MRMLLP	AGH	Sri kanakadurga traders (Purchase of J.K white)	260	Y N	Y N
9.	MRMLLP	AGH	Sri saibaba engineering & electricals (Purchase of cpvc & pvc)	420	Y N	Y N
10.	MRMLLP	AGH	Sri kanakadurga traders (Purchase of J.k white)	550	Y N	Y N
11.	MRMLLP	AGH	Sri saibaba engineering & electricals (Purchase of pvc materials)	250	Y N	Y N
12.	MRMLLP	AGH	Hamali charges (Unloading 92 syntex water tanks)	1700	Y	Y

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					N	N
13.	MRMLLP	AGH	Lakshmi electricals & sanitary (Purchase of pvc pipes)	440	Y N	Y N
14.						
15.	Total				9940/-	
Amount to be credited by		Transfer to Haapay card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c. Other:				
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