

Weekly - Petty cash / expense card statement.

Name	E. Pagan		Statement date	17/7/15		
Prepared by	Pagan		Sign	Pagan		
From period		To period				
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Rajesh Kumar Jaganmala		1st 1st floor solvent Vm Printing	13,576	Y N	Y N
2.					Y N	Y N
3.					Y N	Y N
4.					Y N	Y N
5.					Y N	Y N
6.					Y N	Y N
7.					Y N	Y N
8.					Y N	Y N
9.					Y N	Y N
10.	Total			13,576		
Amount to be credited by		Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.	
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		
Sign:	APPROVED BY					
Date:	17 July 2015					

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.

MANAGER PROMOTION

DEBIT VOUCHER

Company/Firm	Rajesh Kumar Jayantilal Kadamia		
Project			
Voucher No.			
Account head			
Paid to	LePavarti Digital		
Towards/description of work	on the glass '1611' Green Towers 16x11 feet Solvent Vinyl Printing Solvent Marking		
Location of work			
Amount in Rs.	13376/-		
Amount in words	Thirteen thousand three hundred seventy six only		
Mode of payment			
	Cheque/trf No.	Date 17/7/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

APPROVED BY

17 JUL 2026

E. PRASAD
MANAGER PROMOTION

To
 M/s. Rajesh.....Kumara.....Jayanthi
lal.....Kadakia.....
M.G. Road.....

JOB CARD

S.No. : **805**

Date : 16/07/2025

Sl. No.	PARTICULARS	QTY	RATE	AMOUNT	
				Rs.	Ps.
1.	16 x 11 feet solvent vinyl printing.	176 sft	46	8,096	1/-
2.	16 x 11 feet vinyl Solvent mounting on the glass.	176 sft	30	5,280	1/-
				/	
Rupees in Words : <u>Thirteen.....</u> <u>Thousand.....Three hundred.....</u>				TOTAL	13,376 1/-