Weekly - Petty cash /expense card statement.

Name	G. Murali Mohan	Statement date	20/11/25
Prepared by	Murali	Sign	Murali
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	RAJESH Kumar Jayantilal		Green Tower Brochers Print Floor Plan.	1410	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.						
10.	Total			1410		

Amount to be credited by: Transfer to Happy card, Transfer to expense card, Cash reimbursement, Transfer to personal a/c.
Other:

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	20/11/25			
Date:				

APPROVED BY
20 NOV 2025
E. PRASAD
MANAGER PROMOTION

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

DEBIT VOUCHER			
Company/Firm	RAJESH Kumar Jatanbita Kadakia		
Project			
Voucher No.			
Account head			
Paid to	XPRESS DIGITAL PRINTS		
Towards/description of work	Cutting Charges GreenTower Brochers Printing GNO, Floor Plan 24 no,		
Location of work			
Amount in Rs.	1410/-		
Amount in words	One thousand Four Hundred Ten only		
Mode of payment			
	Cheque/trf No.	Date 20/11/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Ymwph	[signature]		

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ESTIMATE

XPRESS DIGITAL PRINTS

Opp: Shreya Paper, Street No-10, Chikkadpally, Hyd - 20.
Cell : 8106009156, 040-31548196
Email: bxpress25@gmail.com

Date : 18/11/25.

M/s. Rajesh Kumar Jayantilal Kadakia.

S.No.	Description	Qty.	Rate	Total
1)	Brochure - printing	6 Nos	130/-	780-00
2)	Floor Plan	24 Nos	20/-	480-00
3)	Cutting charges	30 Nos	5/-	150-00
			TOTAL	1,410/-

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For XPRESS DIGITAL PRINTS