Weekly - Petty cash /expense card statement.

Name	E. Prasan	Statement date	27/11/25
Prepared by	Prasan	Sign	Prasan
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	RAJESH KUMAR JAYANTILAL		Cyprea Tower 20ND, Brushers	2000	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			2000		

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:				
Date:				

APPROVED BY ACCOUNTS MANAGER PHNOM PENH 27 NOV 2025

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 JAYANTILAL KANSARA		
Project			
Voucher No.			
Account head			
Paid to	LEOMIND Creatives		
Towards/description of work	Green Tower 20 No, 2 Brochures 16 Pages Catalogue		
Location of work			
Amount in Rs.	2000/-		
Amount in words	Two Thousand only		
Mode of payment			
	Cheque/trf No.	Date 27/11/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature

APPROVED BY
27 NOV 2025
E. PRASAD
MANAGER PROMOTION

Leomind Creatives

#2-2-647/227/3, Street No.11, Central Excise Colony,
Lane Behind Divyanjali High School, Bagh Amberpet,
HYDERABAD - 500 013. Telangana State, India.
Phone: +91 40 3587 5843, Mobile: 905 905 0993
E-mail: leomindcreatives@gmail.com

RECEIPT

No.	LMC-048
DATE	26/11/2025

RECEIVED from Mr. / Mrs. / M/s. RAJESH KUMAR JAYANTILAL KADAIA, 5-2-223, Gokul Distilery Road, Secunderabad - 50003

the sum of Rupees Two Thousand Only

towards Green Towers 16 Pages Catalogue - Digital Offset Printing with Pinning Qty.20 only

Rs. 2,000/-

Paid by
- ☐ Cash
- ☐ Cheque / DD No.
- ☑ Online Transfer

APPROVED BY
27 NOV 2026
E. PRASAD
MANAGER PROMOTION

LEOMIND CREATIVES
HYDERABAD
UAM No. TS02D0050489

Receiver's Signature