

**Weekly - Petty cash/expense card statement.**

|             |  |                 |  |                |  |        |  |
|-------------|--|-----------------|--|----------------|--|--------|--|
| Name        |  | G. Murari Helan |  | Statement date |  | 5/5/25 |  |
| Prepared by |  | Prasad          |  | Sign           |  | Prasad |  |
| From period |  |                 |  | To period      |  |        |  |

| Sl No | Debit to company       | Debit to project | Description of expense | Amount | Bill enclosed | GST bill |
|-------|------------------------|------------------|------------------------|--------|---------------|----------|
| 1.    |                        |                  |                        |        |               |          |
| 2.    | PAGESH LANK JAGADHARAN |                  | LENDU LEASING PAPER AD | 4657   | Y N           | Y N      |
| 3.    |                        |                  | PAINT LEASE AD         |        | Y N           | Y N      |
| 4.    | 11                     |                  | SMITH LEASING PAPER AD | 2961   | 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                  |                  |                        |        | Y N           | Y N      |

|                          |                                |                           |                     |                           |
|--------------------------|--------------------------------|---------------------------|---------------------|---------------------------|
| Amount to be credited by | Transfer to Happy card, Other: | Transfer to expense card, | Cash reimbursement, | Transfer to personal a/c. |
|                          |                                |                           |                     | 7618                      |

|              |              |            |                  |    |
|--------------|--------------|------------|------------------|----|
| Approved by: | Div. 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 account 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/voucher 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.

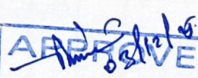


# DEBIT VOUCHER

|                             |                                            |                |                     |
|-----------------------------|--------------------------------------------|----------------|---------------------|
| Company/Firm                | RAGESH KUMAR JAYANTILAL KADAKIA            |                |                     |
| Project                     |                                            |                |                     |
| Voucher No.                 |                                            |                |                     |
| Account head                |                                            |                |                     |
| Paid to                     | NANDINI AOS                                |                |                     |
| Towards/description of work | 5/12/25 7/12/25                            |                |                     |
| Location of work            | EANDU CLASSIFIED PAPER AD Ranky Lease ad   |                |                     |
| Amount in Rs.               | 4657/-                                     |                |                     |
| Amount in words             | Four thousand six hundred fifty seven only |                |                     |
| Mode of payment             |                                            |                |                     |
|                             | Cheque/trf No.                             | Date 3/12/25   | Bank                |
| Prepared by                 | Approved by                                | Receivers Name | Receivers Signature |
| Prasad                      | APPROVED BY                                |                |                     |

03 DEC 2025  
E. PRASAD  
MANAGER PROMOTION

# DEBIT VOUCHER

|                             |                                                                                   |                |                     |
|-----------------------------|-----------------------------------------------------------------------------------|----------------|---------------------|
| Company/Firm                | RASESH LUNAR JAYANTILAL KADAWIA                                                   |                |                     |
| Project                     |                                                                                   |                |                     |
| Voucher No.                 |                                                                                   |                |                     |
| Account head                |                                                                                   |                |                     |
| Paid to                     | NANDINI AOS                                                                       |                |                     |
| Towards/description of work | 12/12/25 14/12/25<br>SAUBHI CLASSIFIED PAPERAS RATION LEASE                       |                |                     |
| Location of work            |                                                                                   |                |                     |
| Amount in Rs.               | 2961/-                                                                            |                |                     |
| Amount in words             | TWO THOUSAND NINE HUNDREDS SIXTY ONE ONLY                                         |                |                     |
| Mode of payment             |                                                                                   |                |                     |
|                             | Cheque/trf No.                                                                    | Date 3/5/25    | Bank                |
| Prepared by                 | Approved by                                                                       | Receivers Name | Receivers Signature |
| U. R. M.                    |  |                |                     |

APPROVED BY  
03 DEC 2025  
E. PRASAD  
MANAGER PROMOTION