



Petty Expense Requisition
(Vendor payment / Corporate Credit Card / Imprest)

Name of Co.	Krisumi Corporation Pvt Ltd		
Purpose	VIP visit.	9.45am.	15-07-2025
Budget	Balances		
Subject	Welcome setup for VIP arrival.		
Date	15-07-2025.		
Petty Expense Requisition form Serial no.	etc /		
S.no.	Nature of expense / Description	Vendor Name	CP / Customer / Other, Name
1	Garland		
2	Bonguet		
3	Floral Table Piece		
4	Loose Flower Red, Yellow & White		
5	2 Kg Each.		
6			
			Total
			9730/-
 Isha Sharma		 Dr. Reena Sharma Kher	
Requester		Department HOD	