

All documents must be arranged in proper sequence & must be pile up in Card File, sequence will be as follows:

S. NO.	Particulars	Status
1	DSR Printed Sheet (complete Month Closing)	
2	Original VCB's. ( <b>NOT</b> photocopy)	
3	Expenses Printed Sheet	
4	Expenses in Head wise and chronological order. (Approval emails should attached)	
5	Deposit/Collection Slips (If collective stores then photocopy require)	
6	ONLY Settlement Slips ( <b>NOT</b> summary report & Customer signed slips)	

**Undertaking**

I have attached complete detail as per require above by Accounts Department.

---

**Store Manager**

---

**Area coordinator**