

Weekly - Petty cash /expense card statement.

Name		D. Shree Shrivastava		Statement date		06/02/25	
Prepared by		D. Shree Shrivastava		Sign		[Signature]	
From period				To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	M PRL	M PRL	E. DEPT 1000mm	480	☒ Y ☒ N	☐ Y ☒ N
2.	M PRL	M PRL	Labex DEPARTMENT WELTER BOARD	383	☒ Y ☒ N	☐ Y ☒ N
3.	M PRL	M PRL	Labex WELTER BOARD	378	☒ Y ☒ N	☐ Y ☒ N
4.	M PRL	M PRL	food ALLOWANCE SHEKHAPPA	220	☒ Y ☒ N	☐ Y ☒ N
5.	M PRL	M PRL	AUTO CHARGES SHEKHAPPA	180	☒ Y ☒ N	☐ Y ☒ N
6.	M PRL	M PRL	LOCAL MEAL TYPAR POUCH 5143	170	☒ Y ☒ N	☐ Y ☒ N
7.	M PRL	M PRL	AUTO CHARGES SHEKHAPPA	200	☒ Y ☒ N	☐ Y ☒ N
8.	M PRL	M PRL	AUTO CHARGES SHEKHAPPA	180	☒ Y ☒ N	☐ Y ☒ N
9.	M PRL	M PRL	LOCAL TRAN POUCH ATY CHART	150	☒ Y ☒ N	☐ Y ☒ N
10.	M PRL	M PRL	GRAME GARBAGE COLLECTOR E. DEPT (HARRING)	300 450	☒ Y ☒ N	☐ Y ☒ N
11.	Total			3061/-		

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

Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	[Signature]		[Signature]	
Date:	07 FEB 2025		07 FEB 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 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/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.

MPYL
DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 21/1/25

Paid to E-Dept. Krishna		Rs.	Ps.
towards power fluctuation, phase and other		450/-	
problem as 21/1/25		1	
Rupees Four hundred and Fifty Rupees			
Paid by <u>Cheque</u>			
Cash			
Cheque No.	APPROVED BY	Dated	Drawn on Bank
	21 JAN 2025		
		450/-	

Paid by Cheque
Cash

Cheque No.

APPROVED BY

Dated

Drawn on Bank

21 JAN 2025

G. JAI KUMAR
AGM-HR & Admin

Prepared by

Approved by

Receiver's Signature



Prepared by

Reviewed by

Receiver's signature



Paid by	Cash		5	1941 5032		12-1-
Check no					Drawn on bank	
to the order of <i>John R. Smith</i>						
for <i>100.00</i>						
to the order of <i>John R. Smith</i>						12-1-
for <i>100.00</i>						
Paid to <i>John R. Smith</i>						Rs. Ps.

Vic

Date

Drawer's no

DEBIT VOUCHER

12-1-

DEBIT VOUCHER

MPRL

Voucher No. _____

A/c. _____ Date : 22/01/28

			Rs.	Ps.
Paid to <u>Lobex DePormar</u>			378	00
towards <u>Lobex welfare fund B MPRL</u>				
<u>Phone PAY</u>				
Rupees <u>Three hundred seventy</u>			378	00
<u>Eight only</u>				
Paid by	Cheque No.	Dated	Drawn on Bank	
<u>Cash</u> ✓				

Prepared by EMD

Approved by 

Receiver's Signature

Prepared by

MA

Approved by

[Signature]

Receiver's signature

[Signature]

Paid to	Cash				358	00	
	Credit						
		Credit No.	Date	Drawn on Bank			
By order	<i>[Signature]</i>						
	<i>[Signature]</i>						
Amount	<i>Three hundred and fifty eight</i>					358	00
Paid to	<i>[Signature]</i>					Rs	Rs

No.

Date

5/10/15

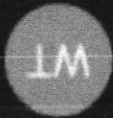
Voucher No.

DEBIT VOUCHER

[Signature]

Transaction Successful
04:26 PM on 23 Dec 2024

Paid to



Welfare Comm TLWB

₹378

sbiipay.wctlbw-1000322@sbi

Transfer Details



Message

Welfare Comm TLWB

Transaction ID

T2412231626437098436621



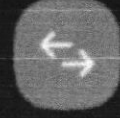
Debited from



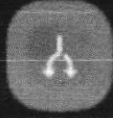
XXXXXXXX5850

₹378

UTR: 667067512401



View History



Split Expense



Share Receipt

Contact PhonePe Support



Powered by



DEBIT VOUCHER

mm

Voucher No. _____

A/c. _____ Date : 20/01/25

Paid to		Labour Department	
towards		Labour Welfare Fund & MPF	
LC Card Pay			
Rupees		Three thousand Eighty Two	
Paid by		Cheque / Cash	
		Cheque No.	
		Dated	
		Drawn on Bank	
383		383	
Rs.		Ps.	

Prepared by *Sms*

Approved by

Receiver's Signature



← Transaction History

**** * 4940

Transactions Showing

From 22/12/2024 To 22/01/2025



- | | | |
|---|--|---------------------|
|  | PAYMENT RECEIVED
000PP015009BB4R6SU...
2025-01-09 | ₹16,604.85 ↙ |
|  | WelfareCommTeSBlePay
Chikkadapalli IND
2024-12-24 | ₹382.46 ↗ |

Transaction Successful

04:26 PM on 23 Dec 2024

Paid to

WT

Welfare Comm TLWB

₹378

sbiepay.wctlbw-1000322@sbi

Transfer Details



Message

Welfare Comm TLWB

Transaction ID

T2412231626437098436621



Debited from



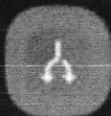
XXXXXXXX5850

₹378

UTR: 667067512401



View History



Split Expense



Share Receipt

Contact PhonePe Support



Powered by



DEBIT VOUCHER

M P R L

Voucher No. _____

A/c. _____ Date : 23/01/24

Paid to	ford Allowance Sheela PA			Rs.	Ps.	
towards	ford Allowance AT AIR RENT DUTY			100	00	
	11/01/24 out sid Allowance work with			120	00	
	M. D. SIR DUTY on 17/01/24			}		
Rupees	Two Hundred Twenty only					
Paid by	Cheque ☒ Cash	Cheque No.	Dated	Drawn on Bank	220	00

Prepared by 

APPROVED BY

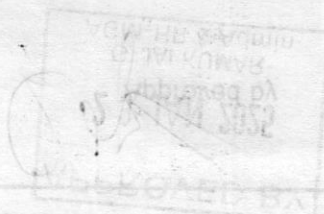

23 JAN 2025
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature



Prepared by

[Signature]



Receiver's Signature

[Signature]

Paid by	Cash	Cheque	Cheque No.	Date	Drawn on Bank		
						550	00
Unpaid W. D. 8125 DATED 19/10/52 1/10/52 DATED 19/10/52						150 00 100 00	
Paid to						80	00

No.

Date

30/10/52

Account No.

DEBIT VOUCHER

W.B.C.

DEBIT VOUCHER

MPRL

Voucher No. _____

A/c. _____ Date : 23/01/28

Paid to	<u>AURO charges (Shreehar)</u>	Rs.	Ps.
towards	<u>AURO charges from ARUN HOSPITAL</u>	<u>180</u>	<u>00</u>
	<u>FO 8.00.1-260</u>		
Rupees	<u>one Hundred Eight only</u>		
Paid by	<u>Cheque</u> ☒ <u>Cash</u> ☐	Cheque No.	Dated
		Drawn on Bank	
		<u>180</u>	<u>00</u>

Prepared by Shree

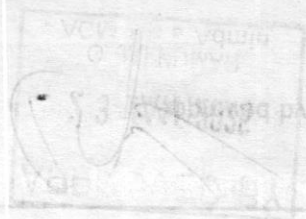
APPROVED BY
23
G. JAI KUMAR
AGM - HR & Admin

Receiver's Signature

[Signature]

Labelled by

210



Received & signed



[Signature]

Labelled by	Cheque no.	Dated	Drawn on bank		
				180	0
100000	0100	10/10/20	0100	S	
400000	0100	10/10/20	0100		
100000	0100	10/10/20	0100		
100000	0100	10/10/20	0100	180	0
100000	0100	10/10/20	0100	Rs	Rs

No.

Date

10/10/20

Amount

DEBIT VOUCHER

10/10/20

DEBIT VOUCHER

MPP

Voucher No. _____

A/c. _____ Date : 23/01/28

Paid to	TYPE Pouches			Rs.	Ps.	
towards	TYPE Pouches & Savings			170	00	
	TSIOED 5143			}		
Rupees	one Hundred seventy only					
Paid by	Cheque Cash	Cheque No. []	Dated []	Drawn on Bank []	170	00

Prepared by

Approved by

Receiver's Signature

[Signature]

Prepared by

[Signature]

Reviewed by

[Signature]

Receiver's signature

[Signature]

Date Cash Credit	10/10/20 1000	1000	1000	1000	1000	1000	1000	
Description							1000	1000
1000							1000	1000
1000							1000	1000
1000							1000	1000
1000							1000	1000

No.

Date

10/10/20

Account no.

DEBIT VOUCHER

[Signature]

DEBIT VOUCHER

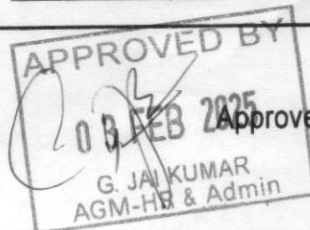
MPRC

Voucher No. _____

A/c. _____ Date : 04/02/28

Paid to				Rs.	Ps.
AUTO Chery				100	00
towards				100	00
AUTO Chery VR & Down on					
03/02/28 & 04/02/28 Hander Cms CAR					
Savings Given					
Rupees Two Thousand Rupees only					
Paid by	Cheque No.	Dated	Drawn on Bank		
<u>Cheque</u> Cashy				200	00

Prepared by Sms



Approved by

Receiver's Signature

[Signature]

Prepared by

[Signature]

Approved by

Receiver's Signature

[Signature]

Paid to	Cash	Cheque	Cheque No.	Dated	Drawn on Bank		
						500	00
						100	00
						100	00

No.

Date

01/05/20

Voucher No.

DEBIT VOUCHER

12855

DEBIT VOUCHER

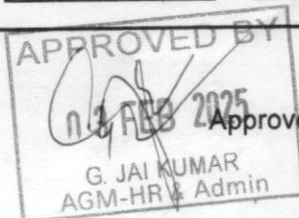
MPK

Voucher No. _____

A/c. _____ Date : 04/02/25

Paid to <u>AUTO Charge</u> <u>Sheela BBA</u>				Rs.	Ps.
towards <u>AUTO Charge from Apollo Hospital</u>				<u>180</u>	<u>00</u>
to PNO. 280 30/01/25					
Rupees <u>one hundred Eighty only</u>					
Paid by <u>Cheque</u> <u>Cash</u>	Cheque No.	Dated	Drawn on Bank	<u>180</u>	<u>00</u>

Prepared by



Approved by

Receiver's Signature

Prepared by

[Signature]

Approved by

PAID 50%

Receiver's Signature

[Signature]

Paid to	Cash				180	00
Cheque		Cheque No	Dated	Drawn on bank		
Unbess						
to	Bills	280	24/1/82			
(shown)	9210	10/1/82	10/1/82	10/1/82	180	00
of bill	9210	10/1/82	10/1/82	10/1/82	180	00

Vis

Date

01/02/82

Voucher No

DEBIT VOUCHER

10/1/82

DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 04/02/24

Paid to				Rs.	Ps.
Lola Ponner Shop				150	00
towards Air check of CAR \$134,0257				150	00
Rupees one hundred fifty rupees only					
				150	00
Paid by	Cheque No.	Dated	Drawn on Bank		
Cash ☒					

Prepared by

APPROVED BY
14 FEB 2024
G. JANKUMAR
AGM-HR & Admin

Approved by

Receiver's Signature



Prepared by

[Signature]

APPROVED BY
FEB 20 1952

Approved by

Receiver's signature

[Signature]

Paid to	Cash ☒ Check	Check No.	Date	Drawn on Bank	17.00	00
Paying		ONE HUNDRED AND SEVENTY DOLLARS	FEB 13 1952	CASH	<i>[Large handwritten S]</i>	
Total		ONE HUNDRED AND SEVENTY DOLLARS	FEB 13 1952	CASH		
Paid to		ONE HUNDRED AND SEVENTY DOLLARS	FEB 13 1952	CASH		

No.

Date

02/13/52

On receipt of

DEBIT VOUCHER

1025
 081
 081
 008

HPP L
DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date: 05/2/25

Paid to <u>GHC Garbage Collector</u>	Rs.	Ps.
towards <u>Garbage Collecting for the month of</u>	300/-	
<u>January 2025</u>		
Rupees <u>Three hundred Rs. only.</u>		
Paid by <u>Cheque</u> Cash Cheque No. Dated 05 FEB 2025 Drawn on Bank 		
	300/-	

Prepared by

Approved by

Receiver's Signature

HPPC
DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 5/2/25

Paid to <u>E. Dept. (Frishty)</u>	Rs.	Ps.
towards <u>Phone and power fluctuates on 02/2/25</u>	450/-	
	1	
Rupees <u>Four hundred and Fifty only</u>		
Paid by <u>Cheque</u> Cash Cheque No. Dated Drawn on Bank 	450/-	

Prepared by

Approved by

Receiver's Signature

Prepared by

Approved by

Receiver's Signature



Paid by	Cash				m2012	
	Cheque					
Cheque No					Drawn on Bank	
Purpose						
Date						
Pay to						
m2012						
B2						B2

VIC

Date: 2/2/12

Voucher No

DEBIT VOUCHER

4/18/12