Weekly - Petty cash /expense card statement.

Name	D. Shiva Shenoy	Statement date	06/02/25
Prepared by	D. Shiva Shenoy	Sign	[signature]
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	(MH SVC)		Shop Tyre Power SRI AKSHYA FILLING STATION	180	☑Y ☐N	☐Y ☑N
2.	(MH SVC)		FASTag Recharge 3044	300	☑Y ☐N	☐Y ☑N
3.	(MH SVC)		AUTO Charges (Shenoy)	340	☐Y ☑N	☐Y ☑N
4.	(MH SVC)		FASTag Recharge 3044	3500	☑Y ☐N	☐Y ☑N
5.	(MH SVC)		NEON MOTORS PVT LTD (Shenoy)	20,000	☑Y ☐N	☑Y ☐N
6.	(MH SVC)		SRI Rosa Rajeswari Automobile	760	☐Y ☐N	☐Y ☐N
7.	(MH SVC)				☐Y ☐N	☐Y ☐N
8.	MHRC	MHRC	Innova Fastag 7953 recharge	1000	☑Y ☐N	☐Y ☑N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.	Total			23080/-		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other: 23080/-			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	APPROVED BY [signature]		APPROVED BY [signature]	
Date:	07 FEB 2025 G. JAI KUMAR AGM-HR & Admin		07 FEB 2025 A. SAMBASIVA RAO ACCOUNTS	

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

MJA PL

DEBIT VOUCHER

Voucher No. ______________

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

Paid to fASTag Recharge	Rs.	Ps.
towards fASTag Recharge for Innova Hycross vehicle number TS10 FB 7953	1000	00
Rupees one thousand Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. — Dated — Drawn on Bank	1000	00

Prepared by — Receiver's Signature

APPROVED BY
04 FEB 2025
Approved by
G. JAI KUMAR
AGM-HR & Admin

FASTag Recharge successful

07:17 PM on 03 Feb 2025

FASTag Recharge for

IndusInd Bank FASTag ₹1,000

TS10FE7953

Bill Details

Customer Name : MARTAND

Payment details

Transaction ID

NX25020319173535376818031

Bharat Connect Transaction ID

PP015034BX48T1HLG806

ASSURED

Debited from

XXXXXX5850 ₹1,000

UTR: 593804408812

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