Weekly - Petty cash /expense card statement.

Name	D. Siva Shankar	Statement date	14/02/25
Prepared by	D. Siva Shankar	Sign	
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPPL	MPPL	food Allowance Sheekappa	100	☐Y ☒N	☐Y ☒N
2.	MPPL	MPPL	food Allowance Marrand	200	☐Y ☒N	☐Y ☒N
3.					☐Y ☐N	☐Y ☐N
4.					☐Y ☐N	☐Y ☐N
5.					☐Y ☐N	☐Y ☐N
6.	MHPL	MHPL	FASTag Recharge TS10FE 7953	3000	☒Y ☐N	☐Y ☒N
7.					☐Y ☐N	☐Y ☐N
8.					☐Y ☐N	☐Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.	Total			3300/-		

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:	APPROVED BY			
Date:	15 FEB 2025 S. JAI KUMAR GM Fin & Admin			

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

MPPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 11/02/25

	Rs.	Ps.
Paid to food Allowance Sheekanth		
towards food Allowance At Tesal Madam	100	00
Duty on 08/02/25 (Midnight @ 1AM)		
Rupees one Hundred Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	100	00

APPROVED BY
G. JAI KUMAR
AGM-HR & Admin

Prepared by

Approved by

Receiver's Signature

Paid

MPPL

DEBIT VOUCHER

Voucher No. ________________

A/c. ______________________________ Date : 12/02/25

Paid to food Allowance Marvanel	Rs.	Ps.
towards food Allowance M.D Sir Duty	200	00
on 07/02/25 Air Port Duty 11:30 Pm		
(Night)		
Rupees Two Hundred Rupees only		
Paid by Cheque / Cash — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	200	00

Prepared by

APPROVED BY
12 FEB 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

Paid

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : [illegible]

Paid to [illegible]	Rs.	Ps.
towards [illegible]	2000	00
[illegible]		
Rupees [illegible]		
Paid by Cash/Cheque — Cheque No. — Dated — Drawn on Bank	2000	00

Prepared by

12 FEB 2025 Approved by

Receiver's Signature

M H P L

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 14/02/25

Paid to fASTAG Recharge	Rs.	Ps.
towards fASTag recharge for TS10fE	3000	00
7953 M.D. Sir vehicle 14/02/25		
Rupees Three thousand rupees only		
Paid by Cheque/Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	3000	00

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : [illegible]

Particulars	Rs.	Ps.
Paid to [illegible]		
towards [illegible]	3000	00
[illegible]		
Rupees Three thousand rupees only		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	3000	00

Prepared by Approved by Receiver's Signature

8:40 100%

FASTag Recharge successful
08:40 AM on 14 Feb 2025

FASTag Recharge for

IndusInd Bank FASTag ₹3,000
TS10FE7953

Bill Details

Customer Name MARTAND

Payment details

Transaction ID
NX25021408403468975086821

Bharat Connect Transaction ID
PP015045BX349003S056

Debited from
XXXXXX5850 ₹3,000
UTR: 456497346443

View History | View Receipt | Split Expense | Share Receipt

Contact PhonePe Support

Powered by
UPI YES BANK

APPROVED BY
14 FEB 2025
G. JAI KUMAR
AGM-HR & Admin