Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	07-03-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	
From period	28-02-2025	To period	06-03-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPPL	MPPL	Sim bill paid used for internet at plot No280	596.7	☐Y ☐N	☐Y ☐N
2.					☐Y ☐N	☐Y ☐N
3.					☐Y ☐N	☐Y ☐N
4.					☐Y ☐N	☐Y ☐N
5.					☐Y ☐N	☐Y ☐N
6.					☐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			**596.7**		

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:				
Date:				

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

Bill Payment Successful
12:47 pm on 03 Mar 2025

Mobile bill paid

Airtel Postpaid — ₹596.70
8179059585

Bill Details

Customer Name	:	Gaurang Mody
Bill Number	:	MF2536I001548113
Bill Date	:	24-Feb-2025
Circle	:	104

Payment details

Bill Amount	₹588.82
Platform fee(inclusive of GST)	+ ₹3
Convenience fee(inclusive of GST)	+ ₹4.88
Total Amount	**₹596.70**

Transaction ID
NX2503031246554077551831

Bharat Connect Transaction ID
PP015062BX57Q0ZID005

Debited from
653029XXXXXXXX98 ₹596.70
UTR: 605105239704

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