

Weekly - Petty cash /expense card statement.

Name		D. Sune Sankar		Statement date		07/03/25	
Prepared by		D. Sune Sankar		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	MH SVC	H.K.G.V. TYRE 5664	225	☒ Y ☐ N	☐ Y ☒ N
2.	MH SVC	MH SVC	K.G.V. TYRE 3044	700	☒ Y ☐ N	☐ Y ☒ N
3.	MH SVC	MH SVC	ADHINANDAN FUEL STATION	1550	☒ Y ☐ N	☐ Y ☒ N
4.	MH SVC	MH SVC	PUNCTURE SHOP 5664	300	☒ Y ☐ N	☐ Y ☒ N
5.	MH SVC	MH SVC	HM DA - HULL - NOVA 3044	40	☒ Y ☐ N	☒ Y ☐ N
6.	MH SVC	MH SVC	FASTAG RECHARGE 3122	500	☒ Y ☐ N	☐ Y ☒ N
7.	MH SVC	MH SVC	VENKATA SAI MOTORS ^{Winger} 9759	972	☒ Y ☐ N	☐ Y ☒ N
8.					☐ Y ☐ N	☐ Y ☐ N
9.					☐ Y ☐ N	☐ Y ☐ N
10.					☐ Y ☐ N	☐ Y ☐ N
11.	Total					

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 07 MAR 2025 G. JAI KUMAR AGM - HR & Admin			
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 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

DEBIT VOUCHER

MARSVC

Voucher No. _____

A/c. _____ Date : 07/03/25

Paid to	H.K.G.M.			Rs.	Ps.
towards	TYRE POUCH AIR CHAIR FLOW			225	00
	CROWN WHEEL 5664			2	00
Rupees	TWO HUNDRED TWENTY FIVE ONLY				
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
	Cash				225 00

Prepared by Saim

APPROVED BY
07 MAR 2025
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature

Prepared by

SPM

VERIFIED & RECORDED
C. W. ALLEN
APR 10 1952

Received by Signature



Paid by	Cash	Credit	Cheque no.	Dated	Drawn on bank		
Paid to	Mrs. Margaret J. Thompson					552	00
	for cash						
	for cash						
Paid to	Mrs. Margaret J. Thompson					552	00
	for cash					80	80

Mr.

Date

09/03/52

Voucher no.

DEBIT VOUCHER

114215

Prop.: Imteyaz

H.K.G.N.



TYRE WORK & GREASE WORK



Vill.-Thurkapally, Mdl Shameerperl, Dist Medchal

24 HOURS SERVICE

No.-

Date :

07/10/25

Sri.....

MIA SVC

5664

Sl. No.	PARTICULARS	Rate	Amount Rs. P.
1.	PUNCHER	100.	100 - 00
2.	OMINI PATCH		
3.	GATER		
4.	NALLY	25	25
5.	WALL		
6.	AIR CHECK	50 -	50 - 00
7.	FILTER CLEANING	50 -	50 - 00
8.	TUBELESS PUNCHER		
9.	TEEPLESS NALLY		
10.	TYRE KHOL FITTING		
11.	TUBE		
12.	LANGOT		
13.	GREASE		
14.	BOLT FITTING		
15.	RADIAI PATCH		

Rupees..... (only)

TOTAL-

825 - 00

Signature



THE
 OFFICE
 OF THE
 SECRETARY
 OF THE
 TREASURY

WASHINGTON
 D. C.

RECEIVED
 JAN 10 1900



5110100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

100

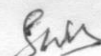
DEBIT VOUCHER

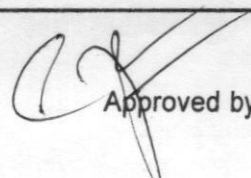
MHSVC

Voucher No. _____

A/c. _____ Date: 07/03/24

Paid to	K.G.N. TYRE			Rs.	Ps.
towards	General Checkup of Groom			350	00
	BOS. 3044			350	00
Rupees	Seven Hundred Rupees only				
Paid by	Cheque ☒	Cash ☐			
	Cheque No.	Dated	Drawn on Bank		
				700	00

Prepared by 

Approved by 

Receiver's Signature

Prepared by

[Signature]

Approved by

[Signature]

Receiver's Signature

[Signature]

Paid by	Cash / Credit	Cheque No.	Dated	Drawn on Bank	Amount	
					Rs	Paise
Business					1000	00
					375	00
Household					375	00
Paid to					Rs	Paise

No.

Date

09/10/15

Voucher No.

DEBIT VOUCHER

11/1/15



K.G.N. TYRE PUNCTURE SHOP



H.No.- 1-36/1, Muraharal Pally, Turkapally

Prop. Md. Khurshid

Cell: 9550417130

Date :

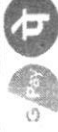
No.- 087

Vehicle No.: 3044

Cell :

Driver Name

Sl. No.	PARTICULARS	Rate.	AMOUNT
1.	Puncture Fitting		
2.	Opening Fitting		
3.	Bolt Fitting		
4.	Omini Patch		
5.	Tyre		
6.	Tube		
7.	Flap		
8.	Gatter	200	200 - 00
9.	Girish	50	50 - 00
10.	Air Check	100	100 - 00
11.	Fitter Cleaning		
12.	Mota Gatter		
13.	1000/20 Tubes		
14.	Lorry Nalli Fitting		
15.	Wall Pin		
16.	Extra Puncture		
17.	Tubeless Nalli		
18.	Tubeless Functure		
19.	Tubeless Tyre Open & Fitting		
	Total -		350 - 00



9550417130

E. & O. E

Old Tryes, Tube & Flaps Available Here

Auth. Signature

31/10/30

1000
1000

J.N. TYRE PUNCTURE SHOP



H.No.- 1-36/1, Muraharal Pally, Turkapally

Prop. Md. Khurshid

Cell: 9550417130

Date :

18/01/25

No.- 025

Vehicle No.:

3044

Cell :

Driver Name

Sl. No.	PARTICULARS	Rate.	AMOUNT
1.	Puncture Fitting		
2.	Opening Fitting		
3.	Bolt Fitting		
4.	Omini Patch		
5.	Tyre		
6.	Tube		
7.	Flap		
8.	Gatter		
9.	Girish	200	200 - 00
10.	Air Check	50	50 - 00
11.	Fitter Cleaning	100	100 - 00
12.	Mota Gatter		
13.	1000/20 Tubes		
14.	Lorry Nalli Fitting		
15.	Wall Pin		
16.	Extra Puncture		
17.	Tubeless Nalli		
18.	Tubeless Functure		
19.	Tubeless Tyre Open & Fitting		
		Total -	350 - 00

Pay



9550417130

E. & O. E

Old Tryes, Tube & Flaps Available Here

Auth. Signature

old

1871/3

122
123
124
125

126
127
128

129
130
131

DEBIT VOUCHER

MH SVE

Voucher No. _____

A/c. _____ Date : 07/03/28

Paid to ADITHYAN DAN FOEL STATION				Rs.	Ps.	
towards Purchases of ADD BLUE OILS				1550	00	
Dr. No. 0603						
Rupees one thousand five hundred						
fifty only						
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank		
	Cash ✓				1550	00

Prepared by

Approved by

Receiver's Signature

Prepared by

[Signature]

Approved by

[Signature]

Receiver's signature

[Signature]

Paid by	Cash				1220	RS
	Cheque	Cheque no.	Date	Drawn on Bank		
<i>[Signature]</i>					<i>[Signature]</i>	
Subscribed						
<i>[Signature]</i>						
Amount						
Received					1220	RS
Paid to					RS	RS

MC

Date:

23/03/52

Voucher No.

DEBIT VOUCHER

23/03/52



ABHINANDAN FUEL STATION

Dealers : Bharat Petroleum Corporation Ltd.

Sy. No. 51 & 52, Muraharipally Vill.

Shameerpet Mandal, Medchal Dist.,

0605 TELANGANA.



Bill No.

Date

Name

V. No.

Particulars	Qty.	Amount	
		Rs.	Ps.
HSD / Diesel		1550	00
MS/Petrol			
Oils / Lubes	20kg		
TOTAL		1550	00

IN : 36411476844

Signed

1898

1898

1898

1898

1898

1898

1898

1898

1898

1898

1898

1898

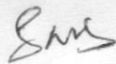
DEBIT VOUCHER

M H SVC

Voucher No. _____

A/c. _____ Date : 07/03/28

Paid to	PUNCTURE SHOP			Rs.	Ps.	
towards	TYRE PUNCTURE TYRE EXCHANGE AIR			300	00	
	C/W LANE 5664			300	00	
Rupees	Three Hundred Rupees only					
Paid by	Cheque Cash ☒	Cheque No. 	Dated 	Drawn on Bank 	300	00

Prepared by 

Approved by 

Receiver's Signature

Prepared by

[Signature]

Approved by

[Signature]

Receiver's signature



Paid by	Cash ☒				300.00	Rs
	Cheque ☐					
		Cheque No.	Dated	Drawn on Bank		
Purpose: <i>For purchase of stationery & printing</i>						
<i>Amount: 300.00</i>						
Amount: <i>300.00</i>					300.00	Rs
Paid to: <i>Stationery Shop</i>						

No.

Voucher No.

Date:

03/07/20

DEBIT VOUCHER

100000

CASH BILLCell : 9182505213
9608762561**PUNCTURE SHOP**

Kollthur, Turkapally.

No.

Name

TS10.035664

Date

29/01/25

S.
No.

Particulars

Qty.

Rate

Amount

1

TYRE Puncture 2

200-00

2

TYRE Exchange 1

100-00

3

TIR-CHIKRE

/

Total

300-00

Signature

[Signature]

1875

1875

1875

1875

1875

1875

DEBIT VOUCHER

MH SVC

Voucher No. _____

A/c. _____ Date : 07/03/24

Paid to <u>HMDA - HGU - MORR</u>				Rs.	Ps.
towards <u>Toll charges for bus 3044</u>				40	00
				}	
Rupees <u>fourty Rupees only</u>					
Paid by <u>Cheque</u> ✓	Cheque No.	Dated	Drawn on Bank		
Cash ✓				40	00

Prepared by [Signature]

Approved by [Signature]

Receiver's Signature

--

Prepared by

[Signature]

Approved by

[Signature]

Receiver's signature

[Signature]

Paid by	Cash ☒ / Cheque	Cheque no.	Date	Drawn on bank	Rs	Paise
Towards <i>FOR RENT</i> <i>FOR RENT</i>					<i>[Large handwritten mark]</i>	NO
Paid to <i>MR. D. H. - MR. S. - MR. P.</i>						
Date: <i>21/11/78</i>						

No. _____ Date: *21/11/78*

Amount: _____

DEBIT VOUCHER

21/11/78

AMDA - HGCL - NORR

IRB Tolonda Expressway Private Limited

GST NO: 36AAACM3816F1ZR

KEESARA TOLL PLAZA

PLAZA NO: 8

LANE 11 : KEE LANE 01 EX

TOLL COLLECTOR : 1002215

TXN ID : KEE01EX250032183

PASSAGE: SINGLE

VEH CLASS: LCV/MINI BUS

REG. NO: TS10UD3044

ENTRY PLAZA: SHT

DISTANCE: 11.9KM

ENTRY DATE: 29/01/2025

ENTRY TIME: 06:36:00 PM

EXIT DATE: 29/01/2025

EXIT TIME: 06:48:58 PM

FARE: Rs.40

PENALTY: Rs.0

NOP: CASH

TOTAL FARE: Rs.40

THANK YOU

FOR ANY EMERGENCY/ASSISTANCE ON ORR - PLEASE CALL 14449

DEBIT VOUCHER

MID SVC

Voucher No. _____

A/c. _____ Date : 03/03/25

Paid to <i>FA 5108 Recurse</i>				Rs.	Ps.
towards <i>FA 5108 Recurse for TS10VA 3122</i>				<i>500</i>	<i>00</i>
<i>20/02/25</i>					
Rupees <i>five Hundred and no paise only</i>					
Paid by <u>Cheque</u> Cash ☒	Cheque No.	Dated	Drawn on Bank	<i>500</i>	<i>00</i>

SM
Prepared by

OK
Approved by

Receiver's Signature



FASTag Recharge successful

12:03 pm on 20 Feb 2025

FASTag Recharge for



State Bank of India (SBI) - NETC ₹500

FASTag

TS10UB3122



Bill Details



Customer Name

:

SHEKAR SHEKAR



Payment details



Transaction ID

NB25022012031379665281972

Bharat Connect Transaction ID

PP015051BB2GG0XHJ156



Debited from



XXXXXX0521

₹500

UTR: 122935556802

Powered by

LPI **YES BANK**

DEBIT VOUCHER

MHA SVC

Voucher No. 1945

A/c. _____ Date: 28/02/25

[P. VAMSHI]

Paid to	VENKATA, Sal. MOTORS,		Rs.	Ps.
towards	EXCHANGE OF FRONT GLASS OF		972/-	00
	WINDSHIELD, TSIOUA 9259, REMAINS OF			
	AMOUNT			
Rupees	NINE HUNDRED SEVENTEEN TWO ONLY			
Paid by	Cheque	Dated	Drawn on Bank	
	Cash			
				972/- 00

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

Prepared by

Approved by

P. VAMSHI
Receiver's Signature



Prepared by

Approved by

Receiver's signature



6-11-74

Pay to the order of	Cash	Amount	Date	Drawn on Bank	Rs	Paise
Pay to the order of Mr. J. K. Singh					50	00
Pay to the order of Mr. J. K. Singh					50	00
Pay to the order of Mr. J. K. Singh					50	00
Pay to the order of Mr. J. K. Singh					50	00

By

(Signature)

Date: 28/05/74

Account No. 244

DEBIT VOUCHER

28/5/74

CASH / BANK RECEIPT

VENKATA SAI MOTORS

#13-1/2, Sy. No.697, Shamshabad,
Rangareddy - 501218
Ph : +919154315549
Email : accounts.tata@venkatasaimotors.in



TATA MOTORS

No. 1945

Date : 26/2/2025

Received with Thanks from :

Shri / M/s. MS. Royal Sundaram General
Insurance Co. limited.

Payment Reference No. Cash Received for Service
vehicle nor TS10UA9759

Date 26/2/2025

Amount

972 ✓
upi

by Cash on Account of

Rupees (in words) Nine hundred & Seventy Two Rupees Only

For Venkata Sai Motors

P. A. 26/02/25

- Note :
1. In case customer cancel his bookings for any issue refer amount will be returned by after deducting cancellation charges
 2. No interest will be paid for payments.

7-14-74
200-1000000000

200-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

100-1000000000

TAX INVOICE

Issued under GST Invoice Rules

Original : For Recipient
Duplicate : For Supplier

IRN:cdad7a19c53c435387fd41bc53d068c582876d0687814b49531c62c49195ffc4
IRN Ack No:112523926345027
IRN Ack Date:26/02/2025



Ms. ROYAL SUNDARAM GENERAL INSURANCE CO. LIMITED
ROYAL SUNDARAM GENERAL INSURANCE CO. LIMITED
JEWEL PAVANI TOWERS, 5 TH FLOOR
6-3-1109/1 A BLOCK
KHAIRATABAD, HYDERABAD
SOMAJIGUDA,
Telangana(36)
India
Phone No (Res,Off,Mob):
Customer GSTIN : 36AABCR7106G1ZK
A/C Code : 1-ZLLA2TUZ
Place of Supply: 36-Telangana
Invoice No : ISAVAI2425002455
Invoice Date :26/02/2025
Model : TATA WINGER
Chassis No : MAT460054GUG03452
Insurance Co : THE NEW INDIA ASSURANCE
COMPANY LIMITED
Insurance Type :
Insurance Expiry Date :
Kms. : 267407
Vehicle Regn. No : TS10UA9759
Job Card No. : JC-SaveEn-AA9-2425-001910
Job Card Date : 26/02/2025
Service Request Type : Paid Service
Customer P.O. No - Date :
Payment Method : CASH
Warranty Expired : Y
Dealer PAN:AAICV4546K
Dealer GSTIN : 36AAWVFV6891L1ZW
Next Service Date * : 13/01/2025

PAN : AABCR7106G

S No	HSN/SAC	Part#Job Code	Particulars	Type	UoM	Float	Qty	Rate	Total Amt (Base Price)	Extra Chg	Disc Amt/Item	Campaign Disc %	Insurance Liability %	Taxable Amt	CGST Rate %	CGST Amount	SGST/UTGS Rate %	SGST/UTGS Amount	Total Amt (Incl. Taxes)
1		7007.11.03	WINDSHIELD GLASS (W/BAND-TOP PROP) BS3/4	Paid	Each	N	1	5,350.00	5,350.00		0			5,350.00	9	481.50	9	481.50	6,313.00
2	998714	990004	SPECIAL WINDSHIELD REPLACE	PAID		N	1	400	400		0.00			400.00	9	36.00	9	36.00	472.00
3	998714	610120	WINDSHIELD REPLACE	PAID		N	1	1400	1400		0.00			1,400.00	9	126.00	9	126.00	1,652.00

Parts Net Taxable Amount : 5,350.00
Final Parts Invoice Amount : 6,313.00

Sub Total: 7,150.00
Total Tax Amount : 1,287.00
Final Labour Invoice Amount : 2,124.00

TOTAL : 8432
FROM : Insurance : 2465
Balance : 972

@ 9% CGST on Parts:	481.50	@ 9% CGST on Labour:	162.00
@ 9% SGST on Parts:	481.50	@ 9% SGST on Labour:	162.00
		Gross Amount :	8,437.00
		Adjustments :	0.00
		Grand Total :	8,437.00

Rupees Eight Thousand Four Hundred Thirty Seven Only.

Loyalty Info :

Member # : 31xxxx0015	Tier # : Delight Super	Balance Points : 0
-----------------------	------------------------	--------------------

Note:
1) Insurance Liability % will only come for Insurance Job cards.

Dear Loyalty Member, you have earned points on this transaction of Rs8,437.00. These points would be credited to your Loyalty Account (31xxxx0015) once the transaction is processed. You can Redeem your points when you get your vehicle serviced next time. Or call 1800 209 8188/1800 209 7979 to redeem for exciting gifts. Contact dealer Loyalty Desk or visit www.tatamotorsease.com/www.tatadelight.com for more details.

Tax Payable under Reverse Charge – No

Special Observations :

Terms and Conditions :

E. & O. E.

- 1) Goods once sold will not be taken back or exchanged except as required by law.
- 2) Only the courts of KOMPALLY shall have jurisdiction in any proceedings relating to this contract.
- 3) * Statistically generated based on Average kilometer's run per day.
- 4) I have inspected the vehicle TS10UA9759 and taken delivery of the vehicle only after being satisfied regarding the maintenance work carried out in the vehicle. I do not have any grievances/complaints pertaining to the chassis no MAT460054GUG03452
- 5) I hereby consent and authorize VENKATA SAI MOTORS-100A170 / KOMPALLY and Tata Motors Limited for usage of all the data disclosed above and also to share all my details and documents for promotional, marketing and transactional activities of Tata Motors Ltd. or any of its group companies/subsidiaries/ authorized dealers, in accordance with Tata Motor's Privacy Policy. I shall inform in writing to Tata Motors Limited, if I intend to withdraw my aforesaid consent.

For VENKATA SAI MOTORS-100A170

Customer's Signature	Authorized signatory
Prepared By : KOTA SUBRAHMANYAM	Date : 26/02/2025