Weekly - Petty cash /expense card statement.

Approved by	A.Suresh	Statement date	13-03-2025
Prepared by	N.Sai Shivani	Sign	
From period	06-03-2025	To period	12-03-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SJK	DP24	Towards Purchase of R.E Towards site use purpose.	2,425/-		□Y □N
2.	SJK	DP24	Towards Purchase of wall putty,D.brush,cotton roller royale,ultima,wall primer,pu ext glsy towards site use purpose.	2,390/-	□Y □N	□Y □N
3	SJK	DP24	Towards purchase of R.E towards site use purpose.	2.380/-	□Y □N	□Y □N
4	SJK	DP24	Towards Purchase of R.E,Ultima,wall primer towards site use purpose.	1,850/-	□Y □N	□Y □N
5	SJK	DP24	Towards Lock,ultima,cotton roller ,OBD(U),hand gloves,D.Brush 3inch towards site use purpose.	1,990/-	□Y □N	□Y □N
6	SJK	DP24	Towards Purchase of R.E towards site use purpose.	2,425/-		
7	SJK	DP24	Towards Transportion charges for welder Ramulu towards monkey ladder fixing purpose.	430/-		
8	Total			13,890/-		

Amount to be credited by				
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign				
Date:	13-03-2025			

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 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

DEBIT VOUCHER			
Company/Firm	SJK		
Project	DP24		
Voucher no.	1		
Account head	Raganadhan		
Paid to	Bhagwathi Electrical Paints and Sanitary		
Towards/description of work	Towards Purchase of R.E 4lt towards site use purpose.		
Location of work			
Period	06-03-2025		12-03-2025
Amount in Rs.	2,425/-		
	Two thousand four hundred twenty five rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

GSTIN : 36ABHPV6660K1ZZ TAX INVOICE **Original For Buyer**

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad

Mob. 7995825048 , 9441079272

State Name:**telangana**, Code: **36**,Pin Code-**500094,** Email:- **pankajchoudhary1112gmail.com**

Buyer

Sharad Jayanthilal Kadakia
diamond point
State : Telengana
Contact No. = ,
GSTIN = 36ACBPK9161F1ZN

State Code:- 36

Invoice No. 3601

Dated 11-03-2025

Mode/Term of Payment

Credit

S.N	Description Of Goods	HSN / SAC	**Tax %**	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	R.E 4lt	3209	18	1	2,425.00	2055.08	pc	2425.00
	SGST							*184.96*
	CGST							*184.96*
	GRAND TOTAL			**1**	*pc*			2425.00

Bill Amount In Words : INR Two Thousand Four Hundred Twenty Five Only

Bank Details :-
canara bank sainikpuri
A/C no : 30231010003041
IFSC : CNRB0013023

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
3209	2055.08	9 %	184.96	9 %	184.96

Total GST Amount In Words :
INR Three Hundred Sixty Nine &
Ninety Two Paise Only

Declaration:
1)Goods once sold not be taken back.
2)In case Bill is not paid with in 7 days interest will be chared at 18%
3)No Guarantee for breakage.
4) We are not responsible for defects in any parts, as warranty liablity lies with supplier company.
5)Cheque Bounce Charge will be 600/.
6)Interest @24% per annum on payment after 15days of delivery. goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION

This is Computer Generated Invoice

DEBIT VOUCHER				
Company/Firm	SJK			
Project	DP24			
Voucher no.	2			
Account head	Raganadhan			
Paid to	Bhagwathi Electrical Paints and Sanitary			
Towards/description of work	Towards Purchase of wall putty,D.Brush,cotton roller royale,Ultima 200ml,wall primer,PU ext towards site use purpose.			
Location of work				
Period		06-03-2025		12-03-2025
Amount in Rs.	2,390/-			
	Two thousand three hundred and ninety rupees Only			
	Cheque/trf no.	Date	Bank	
Prepared by	Approved by	Receivers name	Receivers signature	

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

GSTIN : 36ABHPV6660K1ZZ | TAX INVOICE | Original For Buyer

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad
Mob. 7995825048 , 9441079272
State Name:**telangana**, Code: **36**,Pin Code-**500094,** Email:- **pankajchoudhary1112gmail.com**

Buyer

Sharad Jayanthilal Kadakia
diamond point
State : Telengana
Contact No. = ,
GSTIN = 36ACBPK9161F1ZN

State Code:- 36

Invoice No. 3605

Dated 11-03-2025

Mode/Term of Payment
Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	Wall Putty (B) 10kg	3214	18	1	330.00	279.66	Bag	330.00
2	D.Brush ***4"***	9603	18	1	140.00	118.64	pc	140.00
3	Cotton Roller ***royale***	9603	18	1	280.00	237.29	pc	280.00
4	Ultima 200ml	3209	18	3	160.00	135.59	pc	480.00
5	Wall primer Ext. 1lt	3209	18	1	210.00	177.97	pc	210.00
6	PU Ext Glsy 1lt	3208	18	1	950.00	805.08	pc	950.00
	SGST							*182.30*
	CGST							*182.30*
	GRAND TOTAL			**8** *pc*				2390.00

Bill Amount In Words : INR Two Thousand Three Hundred Ninety Only

Bank Details :-
canara bank sainikpuri
A/C no : 30231010003041
IFSC : CNRB0013023

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
3208	805.08	9 %	72.46	9 %	72.46
3209	584.74	9 %	52.63	9 %	52.63
3214	279.66	9 %	25.17	9 %	25.17
9603	355.93	9 %	32.04	9 %	32.04

Total GST Amount In Words :
INR Three Hundred Sixty Four & Sixty Paise Only

Declaration:
1)Goods once sold not be taken back.
2)In case Bill is not paid with in 7 days interest will be chared at 18%
3)No Guarantee for breakage.
4) We are not responsible for defects in any parts, as warranty liablity lies with supplier company.
5)Cheque Bounce Charge will be 600/.
6)Interest @24% per annum on payment after 15days of delivery. goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION
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DEBIT VOUCHER			
Company/Firm	SJK		
Project	DP24		
Voucher no.	3		
Account head	Raganadhan		
Paid to	Bhagwathi Electrical Paints and Sanitary		
Towards/description of work	Towards Purchase of R.E 4ltr towards site use purpose.		
Location of work			
Period	06-03-2025		12-03-2025
Amount in Rs.	2,380/-		
	Two thousand three hundred and eighty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

GSTIN : 36ABHPV6660K1ZZ | TAX INVOICE | Original For Buyer

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad
Mob. 7995825048 , 9441079272
State Name:**telangana**, Code: **36**,Pin Code-**500094,** Email:- **pankajchoudhary1112gmail.com**

Buyer

Sharad Jayanthilal Kadakia
diamond point
State : Telengana
Contact No. = ,
GSTIN = 36ACBPK9161F1ZN
State Code:- 36

Invoice No. 3612
Dated 12-03-2025

Mode/Term of Payment
Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	R.E 4lt	3209	18	1	2,380.00	2016.95	pc	2380.00
	SGST							*181.53*
	CGST							*181.53*
	GRAND TOTAL			1	*pc*			2380.00

Bill Amount In Words : INR Two Thousand Three Hundred Eighty Only

Bank Details :-
canara bank sainikpuri
A/C no : 30231010003041
IFSC : CNRB0013023

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
3209	2016.95	9 %	181.53	9 %	181.53

Total GST Amount In Words :
INR Three Hundred Sixty Three & Six Paise Only

Declaration:
1)Goods once sold not be taken back.
2)In case Bill is not paid with in 7 days interest will be chared at 18%
3)No Guarantee for breakage.
4) We are not responsible for defects in any parts, as warranty liablity lies with supplier company.
5)Cheque Bounce Charge will be 600/.
6)Interest @24% per annum on payment after 15days of delivery. goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION
This is Computer Generated Invoice

DEBIT VOUCHER			
Company/Firm	SJK		
Project	DP24		
Voucher no.	4		
Account head	Raganadhan		
Paid to	Bhagwathi Electrical Paints and Sanitary		
Towards/description of work	Towards Purchase of R.E 200ml,Ultima,wall primer towards site use purpose.		
Location of work			
Period	06-03-2025		12-03-2025
Amount in Rs.	1,850/-		
	One thousand eight hundred and fifty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

GSTIN : 36ABHPV6660K1ZZ TAX INVOICE **Original For Buyer**

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad
Mob. 7995825048 , 9441079272
State Name:**telangana**, Code: **36**,Pin Code-**500094,** Email:- **pankajchoudhary1112gmail.com**

Buyer

Sharad Jayanthilal Kadakia
diamond point
State : Telengana
Contact No. = ,
GSTIN = 36ACBPK9161F1ZN
State Code:- 36

Invoice No. 3613
Dated 12-03-2025

Mode/Term of Payment
Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	R.E 200ml	3209	18	3	160.00	135.59	pc	480.00
2	Ultima 1lt	3209	18	2	580.00	491.53	pc	1160.00
3	Wall primer Ext. 1lt	3209	18	1	210.00	177.97	pc	210.00
	SGST							*141.11*
	CGST							*141.11*
	GRAND TOTAL			**6**	*pc*			1850.00

Bill Amount In Words : INR One Thousand Eight Hundred Fifty Only

Bank Details :-
canara bank sainikpuri
A/C no : 30231010003041
IFSC : CNRB0013023

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
3209	1567.80	9 %	141.11	9 %	141.11

Total GST Amount In Words :
INR Two Hundred Eighty Two & Twenty Two Paise Only

Declaration:
1)Goods once sold not be taken back.
2)In case Bill is not paid with in 7 days interest will be chared at 18%
3)No Guarantee for breakage.
4) We are not responsible for defects in any parts, as warranty liablity lies with supplier company.
5)Cheque Bounce Charge will be 600/.
6)Interest @24% per annum on payment after 15days of delivery. goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

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DEBIT VOUCHER			
Company/Firm	SJK		
Project	DP24		
Voucher no.	5		
Account head	Raganadhan		
Paid to	Bhagwathi Electrical Paints and Sanitary		
Towards/description of work	Towards Purchase of Lock,Ultima,cotton roller,OBD,hand gloves,D.Brush 3 inch towards site use purpose.		
Location of work			
Period	06-03-2025		12-03-2025
Amount in Rs.	1,990/-		
	One thousand nine hundred and ninety rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

GSTIN : 36ABHPV6660K1ZZ TAX INVOICE **Original For Buyer**

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad
Mob. 7995825048 , 9441079272
State Name:**telangana**, Code: **36**,Pin Code-**500094,** Email:- **pankajchoudhary1112gmail.com**

Buyer

Sharad Jayanthilal Kadakia
diamond point
State : Telengana
Contact No. = ,
GSTIN = 36ACBPK9161F1ZN

State Code:- 36

Invoice No. 3622

Dated 13-03-2025

Mode/Term of Payment

Credit

S.N	Description Of Goods	HSN / SAC	**Tax %**	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	Lock	8301	18	2	225.00	190.68	pc	450.00
2	Ultima 1lt	3209	18	1	580.00	491.53	pc	580.00
3	Cotton Roller	9603	18	1	150.00	127.12	pc	150.00
4	OBD (U) 10KG	3209	18	1	670.00	567.80	pc	670.00
5	Hand Gloves	4015	18	1	60.00	50.85	set	60.00
6	D.Brush ***3"***	9603	18	1	80.00	67.80	pc	80.00
	SGST							*151.78*
	CGST							*151.78*
	GRAND TOTAL			**7** *pc*				1990.00

Bill Amount In Words : INR One Thousand Nine Hundred Ninety Only

Bank Details :-
canara bank sainikpuri
A/C no : 30231010003041
IFSC : CNRB0013023

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
3209	1059.33	9 %	95.34	9 %	95.34
4015	50.85	9 %	4.58	9 %	4.58
8301	381.36	9 %	34.32	9 %	34.32
9603	194.92	9 %	17.54	9 %	17.54

Total GST Amount In Words :
INR Three Hundred Three & Fifty Six
Paise Only

Declaration:
1)Goods once sold not be taken back.
2)In case Bill is not paid with in 7 days interest will be chared at 18%
3)No Guarantee for breakage.
4) We are not responsible for defects in any parts, as warranty liablity lies with supplier company.
5)Cheque Bounce Charge will be 600/.
6)Interest @24% per annum on payment after 15days of delivery. goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION
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DEBIT VOUCHER					
Company/Firm	SJK				
Project	DP24				
Voucher no.	6				
Account head	Raganadhan				
Paid to	Bhagwathi Electrical Paints and Sanitary				
Towards/description of work	Towards Purchase of R.E 4lt towards site use purpose.				
Location of work					
Period		06-03-2025			12-03-2025
Amount in Rs.	2,425/-				
	Two thousand four hundred twenty five rupees Only				
	Cheque/trf no.		Date		Bank
Prepared by	Approved by		Receivers name		Receivers signature

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

GSTIN : 36ABHPV6660K1ZZ | TAX INVOICE | Original For Buyer

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad
Mob. 7995825048 , 9441079272
State Name:**telangana**, Code: **36**,Pin Code-**500094,** Email:- **pankajchoudhary1112gmail.com**

Buyer

Sharad Jayanthilal Kadakia
diamond point
State : Telengana
Contact No. = ,
GSTIN = 36ACBPK9161F1ZN

State Code:- 36

Invoice No. 3596

Dated 11-03-2025

Mode/Term of Payment
Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	R.E 4lt	3209	18	1	2,425.00	2055.08	pc	2425.00
	SGST							*184.96*
	CGST							*184.96*
	GRAND TOTAL			**1**	*pc*			2425.00

Bill Amount In Words : INR Two Thousand Four Hundred Twenty Five Only

Bank Details :-
canara bank sainikpuri
A/C no : 30231010003041
IFSC : CNRB0013023

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
3209	2055.08	9 %	184.96	9 %	184.96

Total GST Amount In Words :
INR Three Hundred Sixty Nine & Ninety Two Paise Only

Declaration:
1)Goods once sold not be taken back.
2)In case Bill is not paid with in 7 days interest will be chared at 18%
3)No Guarantee for breakage.
4) We are not responsible for defects in any parts, as warranty liablity lies with supplier company.
5)Cheque Bounce Charge will be 600/.
6)Interest @24% per annum on payment after 15days of delivery. goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION
This is Computer Generated Invoice


AMBER
Senstouch
INDUSTRIAL


8273
BHAGWATI


REDMI 10
11/03/2025 09:51


röyale
röyale
REDMI 10
10/03/2025 10:11

DEBIT VOUCHER			
Company/Firm	SJK		
Project	DP24		
Voucher no.	7		
Account head	Raganadhan		
Paid to	Ramulu		
Towards/description of work	Towards Transportion charges for welder Ramulu towards monkey ladder fixing purpose.		
Location of work			
Period	06-03-2025		12-03-2025
Amount in Rs.	430/-		
	four hundred thirty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes:1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges , material may be printed/written overleaf. 4. Project may differ from location of work.

Transaction Successful
03:26 pm on 11 Mar 2025

aid to

DEVAVAT KASHINATH NA ₹21
+919867105568

nking N... : Devavat Kashinath Na

Transfer Details

ansaction ID
25031115265046247362O1

ebited from

XXXXX1800026088 ₹2'
UTR: 625883908492

Powered by
UPI AXIS BANK

Transaction Successful
10:10 am on 11 Mar 2025

aid to

MUDANGULA DURGA ₹22
+918897702943

nking N... : Mudangula Durga

Transfer Details

ansaction ID
2503111010224446066919

ebited from

XXXXX1800026088 ₹22
UTR: 723059755496

Powered by
UPI AXIS BANK