

Weekly - Petty cash /expense card statement.

Name		D. Swne Shewer		Statement date		20/03/28	
Prepared by		D. Swne Shewer		Sign		Sw	
From period				To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	M P R L	M P R L	food Allence (merand)	200	☒ Y ☒ N	☒ Y ☒ N
2.	M P R L	M P R L	RAPIDO chery	170	☒ Y ☒ N	☒ Y ☒ N
3.	M P R L	M P R L	CUTE COLLECTIONS (Puruse) (Deb)	1100	☒ Y ☒ N	☒ Y ☒ N
4.	M P R L	M P R L	V2 POST Paid 9246876667	634	☒ Y ☒ N	☒ Y ☒ N
5.					☐ Y ☐ N	☐ Y ☐ N
6.					☐ Y ☐ N	☐ Y ☐ N
7.	D.T.P.	D.T.P.	2000 Puruse Puruse 18 ^{Box} CARTOON	1100	☒ Y ☒ N	☒ Y ☒ N
8.					☐ Y ☐ N	☐ Y ☐ N
9.	D.P. 24	D.P. 24	RAPIDO chery	173	☒ 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:				
Date:	20 MAR 2025 G. JAI KUMAR AGM-HR & 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 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

MPR

Voucher No. _____

A/c. _____ Date: 19/03/28

Paid to food Allowance Maxrud				Rs.	Ps.
towards food Allowance AT Arr Port DUTRA				2 00	00
11:30 PM on 13/03/28 Pricet Dutra				2	00
Rupees Two Hundred Rupees only					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
	Cash ✓				2 00 00

Prepared by 

Approved by 

Receiver's Signature



Pard

Prepared by

Approved by

Receiver's Signature



12/12/58

Paid by	Cash / Cheque				3.00	00
		Cheque no.	Dated	Drawn on Bank		
To the order of Mrs. H. J. Brown						
Payable to the order of Mrs. H. J. Brown						
Total amount paid						
Towards	Rent of house No. 12, Main St., London				3.00	00
Paid to	Mrs. H. J. Brown				Rs	Pc

Via

Date:

12/12/58

Voucher No.

DEBIT VOUCHER

12/12/58

MPRL

DEBIT VOUCHER

Voucher No. _____

A/c. _____

Date: 18/03/2x

Paid to <u>RAPIDO</u>				Rs.	Ps.
towards <u>RAPIDO chess from H.O.</u>				170	00
<u>to PWD:280 Document Bag</u>				}	
Rupees <u>one Hundred seventy only</u>					
Paid by	<u>Cheque</u> Cash ✓	Cheque No.	Dated	Drawn on Bank	
					170 00

Prepared by

Gim

Approved by

CP

Receiver's Signature



Prepared by

[Signature]

Approved by

[Signature]

Receiver's Signature

[Signature]

Paid to	Cash				150	00
	Cheque	Cheque No.	Dated	Drawn on Bank		
Business					S	
To						
Amount						
Received	548300	Cheque	15/03/54		150	00
Paid to	548300				Rs	Paise

No.

Date:

15/03/54

Voucher No.

DEBIT VOUCHER

11/1/54

DEBIT VOUCHER

MPPL

Voucher No. _____

A/c. _____ Date : 13/03/28

Paid to				Rs.	Ps.
COTIE COLLECTIONS				1100	00
towards					
Purchase of Laptop Dese					
for Mr. D. Sir use 12/03/28 Dikaradi-5979					
Rupees					
Eleven one hundred one					
Hundred only					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
	Cash ☒				
					1100 00

Prepared by

Sir

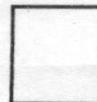
APPROVED BY

1 MAR 2025

G. K. KUMAR
AGM - HR & Admin

Approved by

Receiver's Signature



Prepared by

[Signature]

STAMP: *[Mirrored/Reversed Text]*
 10/10/2012

Received & Signature

[Signature]

Paid by	Cash / Cheque	<i>[Box]</i>	<i>[Box]</i>	<i>[Box]</i>	1100	00	
					Cheque No.	Date	Drawn on Bank
<i>[Handwritten text]</i>							
<i>[Handwritten text]</i>							
<i>[Handwritten text]</i>							
<i>[Handwritten text]</i>							
					1100	00	
					Rs	Rs	

No.

Date

13/03/12

Voucher No.

DEBIT VOUCHER

11/10/12

CASH/CREDIT MEMO

☎: 040-66334630
9908027537

CUTE COLLECTIONS

15, M.G. Road, Opp. Gandhi Statue,
Secunderabad-500 003.

No. **5979** *MPR*

Date: **12/3/25**

PARTICULARS

AMOUNT

Rs.

Ps.

1 Laptop by

1100-00

1100-00

36ABLPM55201ZO

ange, No Return, No Guarantee

Person: 100-0000000000

100-0000000000

100-0000000000

100-0000000000

100-0000000000

100-0000000000

100-0000000000

100-0000000000

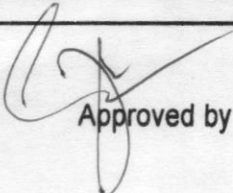
DEBIT VOUCHER

M P R L

Voucher No. _____

A/c. _____ Date : 18/03/28

Paid to	VS Post Paid			Rs.	Ps.
towards	Sim PAYMENT OF VS Post Paid			654	00
	9246876667			}	
Rupees	Six Hundred fifty four only				
Paid by	Cheque No.	Dated	Drawn on Bank		
<u>Cash</u> ✓				654	00

Prepared by Approved by Receiver's Signature

**Bill Payment Successful**

12:35 PM on 12 Mar 2025

Mobile bill paid**Vi Postpaid****₹653.18**

9246876667



Bill Details



Payment details



Bill Amount

₹650.18

Platform fee(inclusive of
GST)

+ ₹3

Total Amount**₹653.18**

Transaction ID

NX25031212353924664293751



Bharat Connect Transaction ID

PP015071BX3SM0YZI491



Debited from



XXXXXX5850

₹653.18

UTR: 943219759297

View
HistoryView
ReceiptSplit
ExpenseShare
Receipt

D.T.P.

DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 17/03/28

Paid to <u>Lolav Purchase</u>				Rs.	Ps.
towards <u>Purchasing 15 EMPTY CARTON BOX</u>				1100	00
<u>Boxes for D.T.P. file Purposse</u>					
Rupees <u>Eleven Hundred only</u>					
Paid by	<u>Cheque</u> Cash ✓	Cheque No.	Dated	Drawn on Bank	
					1100 00

Prepared by

APPROVED BY

19 MAR 2025

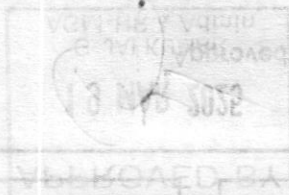
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

Prepared by

[Signature]



Receiver's Signature



Paid to	Cash	Cheque no.	Dated	Drawn on Bank			
					1/20	3	
Balance	100.00				<i>[Large handwritten 'S' mark]</i>		
Forward	100.00				1/20	20	
Paid to	100.00				B ^e	B ^e	

No

Date

13/11/52

Voucher No

DEBIT VOUCHER

D26

DEBIT VOUCHER

D.P. 24

Voucher No. _____

A/c. _____ Date : 08/03/25

Paid to <u>RAPIDO</u>				Rs.	Ps.
towards <u>RAPIDO Charge from SOB to</u>				173	00
<u>DP 24 for Proshen</u>					
Rupees <u>one Hundred Seventy Three Only</u>					
Paid by	<u>Cheque</u> Cash ☒	Cheque No.	Dated	Drawn on Bank	
					173 00

Prepared by Sri

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

Approved by

Receiver's Signature

Prepared by

250

APPROVED BY

APPROVED BY

APPROVED BY

APPROVED BY



Field no.	Serial	Amount	Date	Drawn on bank	Particulars	Particulars
1	1000	1000	10/10/52	1000	1000	1000
2	1000	1000	10/10/52	1000	1000	1000
3	1000	1000	10/10/52	1000	1000	1000
4	1000	1000	10/10/52	1000	1000	1000
5	1000	1000	10/10/52	1000	1000	1000

VIC

Date

10/10/52

APPROVED BY

DEBIT VOUCHER

1000

 Details Tickets

Bike Ride



25 Feb 2025 • 07:10 AM

₹173 • Completed



RIDE DETAILS



365, Phase2

Silver Oak Bungalows, Kundanpally, Secu...



Gun Rock Enclave, 23

Sitaram Nagar, Gunrock Enclave, Hyderab...

Duration	28.7 mins
Distance	15.6 kms
Ride ID	RD17404476300017068



INVOICE

Total Fare	₹173.0 ^
Ride Charge	₹137.85
Booking Fees & Convenience Charges	₹35.15



Send via Email

