Weekly - Petty cash /expense card statement.

Name	D. Shine Spencer	Statement date	21/03/25
Prepared by	D. Shine Spencer	Sign	[signature]
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MP SVC	MP SVC	Local purc micro pens	58	☑Y ☐N	☐Y ☑N
2.	MP SVC	MP SVC	JIO DIGITAL Life A/c no:- 900291228640	10,567	☑Y ☐N	☑Y ☐N
3.	MP SVC	MP SVC	Southern Power Bhupasan 100153792	4409	☑Y ☐N	☐Y ☑N
4.	MP SVC	MP SVC	Southern Power Bhupasan 100181856	235	☑Y ☐N	☐Y ☑N
5.	MP SVC	MP SVC	" " " 100153804	20,228	☑Y ☐N	☐Y ☑N
6.	MP SVC	MP SVC	" " " 100181988	160	☐Y ☐N	☐Y ☐N
7.	MP SVC	MP SVC	" " " 100181986	330	☐Y ☐N	☐Y ☐N
8.	AMTZ	AMTZ	INDIAN RAILWAYS 19/03/25		☐Y ☐N	☐Y ☐N
9.	AMTZ	AMTZ	INDIAN RAILWAYS 20/03/25	~~2198~~	☐Y ☐N	☐Y ☐N
10.				2188	☐Y ☐N	☐Y ☐N
11.	Total			40377		

35987

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:	[signature]			
Date:				

APPROVED BY
21 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 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

MP SVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 19/03/25

		Rs.	Ps.
Paid to	Local Purchase		
towards	Purchasing of milk payment	58	00
Rupees	fifty Eight rupees only		
Paid by Cheque / Cash ✓	Cheque No. ____ Dated ____ Drawn on Bank ____	58	00

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 11/03/24

Particulars	Rs.	Ps.
Paid to [illegible]		
towards [illegible]	58	00
Rupees Fifty Eight [illegible]		
Paid by Cheque / Cash ✓ Cheque No. Dated Drawn on Bank	58	00

Prepared by   Approved by   Receiver's Signature

Local Purchase 19/0
MPBVL
Kavya Rooney

58

CHECKED
SECURITY/SUP.
By: .... Dt: 19/3/25

587 -

58

ASSISTANT SECRETARY
RTA HYDERABAD NORTH ZONE
TELANGANA STATE

Secretary
RTA-HYDERABAD-NZ

23/3

Renewals

.... subject to the following further conditions.

Secretary
RTA-
HYDERABAD-NZ

MR SVC

DEBIT VOUCHER

Voucher No. ________________

A/c. ________________ Date : 13/03/25

Paid to	JIO DIGITAL LIFE	Rs.	Ps.
towards	Bill PAY ment of Jio A/c	10.567	00
	ACNo:- 9002912286 40		
Rupees	Ten thousand five Hundred		
	Sixty seven only		
Paid by Cheque / Cash ✓	Cheque No. ___ Dated ___ Drawn on Bank ___	10,567	00

APPROVED BY

MAR 2025

G. JAI KUMAR
AGM-HR & Admin

Prepared by   Approved by   Receiver's Signature

made under the Motor Vehicles Act, 1988 and in

Invoices

Transaction confirmation

Your payment was successful

Invoices have been cleared by making the payment via 'UPI' with transaction ID PE000003TNO6.

13 Mar 25 12:04

Invoice details

527000279049	₹10,566.90

Total Amount Paid ₹10,566.90

12:03 78%

Transaction Successful

12:03 PM on 13 Mar 2025

Paid to

JioBusiness ₹10,566.90

paytm
-43652799@ptybl

Transfer Details

Transaction ID

T2503131203532413021517

Debited from

XXXXXX5850 ₹10,566.90

UTR: 880405911832

View History

Split Expense

Share Receipt

Contact PhonePe Support

Powered by

UPI ICICI Bank

DEBIT VOUCHER

MP SVC

Voucher No. ______

A/c. ______ Date : 21/03/25

Paid to Southern Power Distribution Company	Rs.	Ps.
towards Power Bill Payment 100153792 S.L. Moris	4409	00
LIC		
Rupees four thousand four Hundred nine		
Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	4409	00

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

Prepared by [signature] Approved by [signature] Receiver's Signature

MVP SVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 21/03/25

Paid to Southern Power Distribution Company	Rs.	Ps.
towards Power bill for 1021512490 [illegible]	4409	00
[illegible]		
Rupees Four thousand four hundred and nine		
Rupees only		
Paid by Cash / Cheque ✓ — Cheque No. — Dated — Drawn on Bank	4409	00

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21 MAR 2025
G. ANIL KUMAR
AGM-HR & Admin

Prepared by [illegible] Approved by Receiver's Signature

1:28 81%

Bill Payment Successful

01:28 PM on 21 Mar 2025

Electricity bill paid

Southern Power Distribution company of Telangana Ltd (TGSPDCL) ₹4,409

100153792

Bill Details

Customer Name	:	S C MODI LIC
Bill Date	:	04-Mar-2025

Payment details

Transaction ID

NX2503211328009000886868I

Bharat Connect Transaction ID

PP015080BX3JD11EU564

Debited from

XXXXXX5850 ₹4,409

UTR: 493929282429

View History

View Receipt

Split Expense

Share Receipt

DEBIT VOUCHER

MP SVC

Voucher No. ____________

A/c. ____________ Date : 21/03/25

Paid to Southern Power Distribution Company	Rs.	Ps.
towards Power Bill payment 1001/5/856 M.G.Modi Educational Trust	235	00
Rupees Two Hundred Thirty five only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	235	00

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MAR 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 21/03/25

	Rs	Ps.
Paid to Southern Power Distribution Co.		
towards Power bill payment 1002151889 ... Educational Trust	235	00
Rupees Two hundred thirty five only		
Paid by Cash / Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	235	00

Prepared by   Approved by   Receiver's Signature

APPROVED BY
24 MAR 2025
G. JAI KOMAR
AGM HR & Admin

1:27 82%

← **Bill Payment Successful**
01:27 PM on 21 Mar 2025

Electricity bill paid

Southern Power Distribution company of Telangana Ltd (TGSPDCL) ₹235
100151856

Bill Details

Customer Name	:	M C MODI EDUCATIONAL TRUS
Bill Date	:	04-Mar-2025

Payment details

Transaction ID
NX25032113270055614373821

Bharat Connect Transaction ID
PP015080BX2EI11D6918

Debited from
XXXXXX5850 ₹235
UTR: 694209142910

View History | View Receipt | Split Expense | Share Receipt

MP SVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 21/03/25

Paid to Southern Power Distribution Company	Rs.	Ps.
towards Power Bill Payment 100153804 S.C.Mass	20,228	00
Rupees Twenty thousand Two Hundred Twenty		
Eight rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ______ Dated ______ Drawn on Bank ______	20,228	00

APPROVED BY
21 MAR 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by | Approved by | Receiver's Signature

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 21/03/25

Paid to Santhosh Power Distribution Company	Rs.	Ps.
towards [illegible]	20,228	00
Rupees Twenty Thousand Two Hundred Twenty		
Eight Rupees Only		
Paid by Cash / Cheque · Cheque No. · Dated · Drawn on Bank	20,228	00

APPROVED BY
21 MAR 2025
GHAI KUMAR
AGM-HR & Admin

Prepared by   Approved by   Receiver's Signature

1:25 82%

Bill Payment Successful

01:25 PM on 21 Mar 2025

Electricity bill paid

Southern Power Distribution company of Telangana Ltd (TGSPDCL) **₹20,228**

100153804

Bill Details

Customer Name	:	S C MODI
Bill Date	:	04-Mar-2025

Payment details

Transaction ID

NX25032113252715524507261

Bharat Connect Transaction ID

PP015080BX6WY11AK452

Debited from

XXXXXX5850 ₹20,228

UTR: 115655253553

View History | View Receipt | Split Expense | Share Receipt

MP SVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 21/03/25

		Rs.	Ps.
Paid to	Southern Power Distribution Company		
towards	Power Bill Payment 100151955	160	00
	S.C. MODI		
Rupees	One Hundred Sixty Rupees Only		
Paid by Cheque / Cash ✓	Cheque No. ______ Dated ______ Drawn on Bank ______	160	00

Prepared by

APPROVED BY
21 MAR 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

DEBIT VOUCHER

MP 276

Voucher No. ______________

A/c. ______________ Date : 21/03/25

Particulars	Rs.	Ps.
Paid to Southern Power Distribution Company		
towards Power bill for Acc. 1801219[illegible]	180	00
S.L. Nagar		
Rupees One Hundred Eighty Rupees Only		
Paid by Cash ✓ / Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	180	00

Prepared by [illegible signature]

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

Receiver's Signature

1:34 80%

Bill Payment Successful

01:29 PM on 21 Mar 2025

Electricity bill paid

Southern Power Distribution company of Telangana Ltd (TGSPDCL) **₹160**

100151955

Bill Details

Customer Name	:	S C MODI
Bill Date	:	04-Mar-2025

Payment details

Transaction ID

NX2503211329032494491355I

Bharat Connect Transaction ID

PP015080BX4K711GL921

Debited from

XXXXXX5850 ₹160

UTR: 849594784046

View History | View Receipt | Split Expense | Share Receipt

Contact PhonePe Support

10

12

DEBIT VOUCHER

MP SVC

Voucher No. __________

A/c. __________ Date : 21/03/25

	Rs.	Ps.
Paid to Southern Power Distribution Company		
towards Power Bill Payment S.C.No: 10015195[illegible]	330	00
Rupees Three Hundred Thirty Rupees Only		
Paid by Cheque / Cash ✓ — Cheque No. ___ Dated ___ Drawn on Bank ___	330	00

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

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DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date 21/03/25

Paid to	Rs.	Ps.
towards	320	00
Rupees		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	320	00

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Electricity bill paid

Southern Power Distribution company of Telangana Ltd (TGSPDCL) ₹330

100151956

Bill Details

Customer Name	:	S C MODI
Bill Date	:	04-Mar-2025

Payment details

Transaction ID

NX25032113305044904536521

Bharat Connect Transaction ID

PP015080BX6EX11JK903

Debited from

XXXXXX5850 ₹330

UTR: 799862619898

AMT2

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 21/03/25

Paid to INDIAN RAILWAYS	Rs.	Ps.
towards Travelling Charges from Vishakapatnam to Secbad SUNEEL D.R.K. SUJITH 19/03/25	2195	00
Rupees Two thousand one Hundred and Ninety five only		
Paid by Cheque / Cash — Cheque No. APPROVED BY — Dated — Drawn on Bank	2195	00

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

Prepared by | Approved by | Receiver's Signature

DEBIT VOUCHER

Voucher No: ____________

A/c. ____________ Date : 21/03/25

Paid to		Rs	Ps
towards	[illegible]	2195	00
	[illegible]		
	19/03/25		
Rupees	Two thousand one hundred [illegible]		
	[illegible]		
Paid by Cash / Cheque	Cheque No. — Dated — Drawn on Bank	2195	00

APPROVED BY

24 MAR 2025

Prepared by Approved by Receiver's Signature

AMT2

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________________________ Date : 21/03/25

Paid to INDIAN RAILWAYS	Rs.	Ps.
towards Parking charges from Sec-bad to Vishakapatnam B.R.K SUJITH, SUNEEL 20/03/25	2195	00
Rupees Two thousand one Hundred ninety five only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	2195	00

Shiva

Prepared by

APPROVED BY
21 MAR 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date 21/03/25

Particulars	Rs.	Ps.
Paid to [illegible]		
towards Transport charges from [illegible] to Visakhapatnam [illegible] 20/03/25	[illegible]	00
Rupees Two thousand [illegible] only		
Paid by Cash ✓ / Cheque — Cheque No. — Dated — Drawn on Bank	[illegible]	00

Prepared by [illegible]

APPROVED BY
21 MAR 2025
Approved by
G. [illegible] KUMAR
AGM (HR & Admin)

Receiver's Signature