Weekly - Petty cash /expense card statement.

Name	D. Shiva Shankar	Statement date	17/04/25
Prepared by	D. Shiva Shankar	Sign	[illegible]
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	AMTZ ~~PVT~~	PVT LTD	food Allowance Anji kumar	400	☐Y ☑N	☐Y ☑N
2.	AMTZ	PVT LTD	food Allowance TARUN SAI	400	☐Y ☑N	☐Y ☑N
3.	AMTZ	PVT LTD	Document charge clearing to HO	210	☐Y ☑N	☐Y ☑N
4.	AMTZ	PVT LTD	Indigo AIR LINE SATEESH kumar	4412	☑Y ☐N	☑Y ☐N
5.	AMTZ	PVT LTD	Indigo AIR LINE SATEESH kumar	6478	☑Y ☐N	☑Y ☐N
6.	AMTZ	PVT LTD	BUS Tickets Anji . TARUN 08/04/25	2833	☑Y ☐N	☐Y ☑N
7.	AMTZ	PVT LTD	Bus Tickets Anji . TARUN 7/4/25	2577	☑Y ☐N	☐Y ☑N
8.					☐Y ☐N	☐Y ☐N
9.	RSK & BSK		Local Purchase Lock	380	☑Y ☐N	☐Y ☑N
10.					☐Y ☐N	☐Y ☐N
11.	Total			17690		

17310

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			
Date:	17 APR 2025 G. JALKUMAR 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

AMTZ

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________________________ Date : 17/04/25

Paid to food Allowance	Rs.	Ps.
towards food Allowance AMTZ site	400	00
visit Anji Kumar 08/04/25		
Rupees four Hundred Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	400	00

APPROVED BY
17 APR 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by   Approved by   Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : ____________

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

APPROVED BY
17 APR 2025
G. JAYKUMAR
AGM-HR & Admin

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ______________________________ Date : 17/04/25

Paid to food Allowance	Rs.	Ps.
towards food Allowance Auto Site	400	00
visit TARUN SAI 08/04/25		
Rupees four Hundred Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	400	00

APPROVED BY
17 APR 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 17/01/24

Paid to Food Allowance	Rs.	Ps.
towards Food Allowance during the visit Tanuku SAS 08/01/24	4,000	00
Rupees Four thousand rupees only		
Paid by Cash ✓ / Cheque Cheque No. Dated Drawn on Bank	4,000	00

Prepared by Approved by Receiver's Signature

APPROVED BY
G. JAI KUMAR
AGM-HR & Admin

AMTZ

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 08/04/28

Paid to RAPIDO	Rs.	Ps.
towards RAPIDO Charges from	210	00
Cherapony to M.G.Road for Docum		
AS AMTZ		
Rupees Two Hundered Ten Rupees Only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	210	00

Prepared by Swn Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ________

A/c. ________ Date [illegible]

Paid to	[illegible]	Rs.	Ps.
towards	[illegible]	210	00
	[illegible]		
	[illegible]		
Rupees	Two Hundred Ten Rupees only		
Paid by Cheque / Cash ✓	Cheque No. ____ Dated ____ Drawn on Bank ____	210	00

Prepared by [illegible] Approved by Receiver's Signature

AMT2

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 08/04/28

Paid to Indigo Air Line	Rs.	Ps.
towards Travel from Visakhapatnam to Hyd Airport to Mr. SATEESH KUMAR.	4412	00
Rupees four thousand four Hundred Twelve Rupees only		
Paid by ~~Cheque~~ / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	4412	00

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

AM012

DEBIT VOUCHER

Voucher No. ______________

A/c ______________ Date : 28/01/24

Paid to [illegible]	Rs.	Ps.
towards Travel exp. [illegible] of	11412	00
[illegible] to Mr. SATEESH KUMAR.		
Rupees Eleven Thousand four Hundred Twelve		
only		
Paid by Cash ✓ / Cheque — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	11412	00

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

IndiGo

*Date of Booking 08 Apr 2025 08:27

NR/Booking Reference L13H3P Confirmed Payment Status Complete

'assenger Information

Mr SATEESH KUMAR G Adult

Sector	Seat	6E Add-ons
VTZ-HYD	-	-

• 6E 883 (A320) • 08 Apr 2025 • Check-in/Bag Drop Closes: 19:55 hrs

Visakhapatnam — Travel Time 1h 10m — **Hyderabad**

VTZ - Visakhapatnam International Airport

HYD - Rajiv Gandhi International Airport

20:55 hrs, 08 Apr 2025

22:05 hrs, 08 Apr 2025

IndiGo

*Date of Booking 08 Apr 2025 08:27

Baggage Information

S No.	Sector	Adult
1	**VTZ - HYD**	Check-in: 15KG, Cabin: Up to 7KG

Flight summary

AirFare Charge	₹2,950
* Convenience fee may apply	₹199
Aviation Security Fee	₹236
User Development fee	₹879
GST for Andhra Pradesh	₹148
	₹4,412
Total fare	**₹4,412**

Contact Details

Number: +91-88XXXX01

E - mail: j*XXXXXXXXXXXXom

AmT2

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 08/04/25

Paid to Indigo Air Line	Rs.	Ps.
towards Travel from Hyderabad to	6178	00
Visakhapatnam & Boding charges	300	00
08/04/25		
Rupees Six ~~Hundered~~ thousand four		
Hundered seventy Eight Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	6478	00

Prepared by Srinu

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date: [illegible]

Paid to [illegible]	Rs.	Ps.
towards [illegible]	6178	00
[illegible]	300	00
[illegible]		
Rupees Six thousand four		
hundred seventy eight rupees only		
Paid by Cheque / Cash ✓ Cheque No. ____ Dated ____ Drawn on Bank ____	6,478	00

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

8th April 2025 03:51

Modify Itinerary

IndiGo

*Date of booking 8th April 2025 03:51

PNR/Booking Reference GSTC2L Confirmed

Payment Status Complete

Passenger Information

Sateesh Kumar G Adult | Male | 46 year

Sector	Seat	6E Add-ons
HYD-VTZ	- -	

DEPARTING

6E879 . A320

Check-in/Bag Drop Closes 10:00

Hyderabad — Travel time 01Hour 15min — **Visakhapatnam**

HYD-Rajiv Gandhi International Airport

VTZ-Visakhapatnam International Airport

11:00, 08 Apr 2025

12:15, 08 Apr 2025

*Booking date reflects in UTC (Coordinated Universal Time), all other timings mentioned are as per local TIME

IndiGo

*Date of booking 8th April 2025 03:51

PNR/Booking Reference GSTC2L Confirmed **Payment Status** Complete

Baggage Information

S.No	Sector	Adult
1	HYD-VTZ	Check-in 15 KG Cabin 7 KG

Check-in Cabin: One hand bag up to 7 KG and 115 CM (L+W+H), shall be allowed per customer. For contactless travel we recommend to place it under the seat in front, on board.

Flight summary

Airfare Charge	₹4627
Convenience Fee	₹199
Aviation Security Fee	₹236
User Development fee	₹885
GST for Telangana	₹231
	₹6178

Total fare

* Convenience fee may apply **₹6178**

Contact Details

Number: 99****22

E - mail: j****a@gmail.com

DEBIT VOUCHER

AMTZ

Voucher No. ____________

A/c. ______________________________ Date : 04/04/25

Paid to Vikram Travels	Rs.	Ps.
towards Bus Tickets Book from	2833	00
VISAKHAPATNAM to Hyderabad 08/04/25		
Anji kumar, TARUN SAI		
Rupees Two Hundred Eighty Twenty Three		
only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	2833	00

Prepared by   Approved by   Receiver's Signature

APPROVED BY
17 APR 2025
G. JAI KUMAR
.. HR & Admin

AMT2

DEBIT VOUCHER

Voucher No ____________

A/c ____________ Date : 09/04/25

	Rs.	Ps.
Paid to: Vikram Travels		
towards: Bus Tickets Booked from Visakhapatnam to Hyderabad 08/04/25	2823	00
AVZ3: Ramesh, Tarun Sai		
Rupees: Two thousand Eight twenty three only		
Paid by Cheque/Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	2823	00

Prepared by

Approved by

APPROVED BY
17 APR 2025
G. JAI KUMAR
HR & Admin

Receiver's Signature

08 Apr 2025

CONFIRMED

VISAKHAPATNAM - HYDERABAD

Vikram Travels

VE A/C Sleeper (2+1)

Print / Download

redBus Ticket ID: TU5353342016

Booking Reference No: VIKP44C56R307

BOARDING	DEPARTURE	PASSENGERS	DROP OFF
KURMANIPALEM	**21:45**	**ANJI KUMAR +1**	**LB Nagar**

BUS DEPOT PH
7995995917
7995995917 ,
7995995917

Near KLM Shopping mall ,Beside Anagha Furniture, Lb Nagar
9130966666

PASSENGER DETAILS

PASSENGERS	SEATS
ANJI KUMAR ,50	**L9**
TARUN SAI ,27	**L8**

FARE BREAKUP

Total Fare (Amount Paid) **INR2832.9**

Congratulations! You booked your seat on a Live Tracking bus. Now enjoy these benefits

- Bus and helper details 1 hour before the journey
- Real-time location updates
- Easy access to Boarding and Dropping points

RETURN TRIP

Hyderabad - Visakhapatnam

Please select date BOOK

Download the App

To get timely **updates and reminders**

Scan to download

Download the App on

GET IT ON Google Play

Download on the App Store

Wake-Up Call

Sleep peacefully, we will give you a call prior to your dropping point arrival.

☑ Yes, I want to get a call.

redBus

redBus is the world's largest online bus ticket booking service trusted by over 25 million happy customers globally. redBus offers bus ticket booking through its website, iOS and Android mobile apps for all major routes.

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- Colombia
- Cambodia
- Vietnam

Our Partners

- Goibibo Bus
- Goibibo Hotels
- Makemytrip Hotels

AMTR

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 04/04/25

Paid to BSR Tours & Travels	Rs.	Ps.
towards Bus Tickets Book from	2577	00
Hyderabad to VISAKHAPATNAM 07/04/25		
ANSI kumar TARUN SAI.		
Rupees Two thousand five Hundered		
seventy seven only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	2577	00

Prepared by Srin

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date: 02/10/12

Paid to	R.S.K. Tours & Travels	Rs.	Ps.
towards	Bus Ticket Booking from	2577	00
	Hyderabad to Vishakhapatnam 02/10/12		
	Mrs. [illegible]		
Rupees	Two Thousand Five Hundred		
	Seventy Seven Only		
Paid by Cash / Cheque	Cheque No. ____ Dated ____ Drawn on Bank ____	2577	00

Prepared by Approved by Receiver's Signature

Congrats on booking a bus !

07 Apr 2025 CONFIRMED

HYDERABAD - VISAKHAPATNAM

BSR Tours And Travels

A/C Sleeper (2+1)

Print / Download

redBus Ticket ID: TU5375200460

Booking Reference No: 1698131

BOARDING	DEPARTURE	PASSENGERS	DROP OFF
LB Nagar	21:10	ANJI KUMAR +1	Kurmanipalem
Near Rainbow Childrens Hospitel,Lb Nagar,Ph:9490264959 9490264959			Kurmanapalem,Ph:9490274959 9490274959

PASSENGER DETAILS

PASSENGERS	SEATS
ANJI KUMAR , 50	L9
TARUN SAI , 27	L8

FARE BREAKUP

Total Fare (Amount Paid) INR 2576.7

Congratulations! You booked your seat on a Live Tracking bus. Now enjoy these benefits

- Bus and helper details 1 hour before the journey
- Real-time location updates
- Easy access to Boarding and Dropping points

RETURN TRIP

Visakhapatnam - Hyderabad

Please select date BOOK

Wake-Up Call

Sleep peacefully, we will give you a call prior to your dropping point arrival.

- [x] Yes, I want to get a call.

AMTZ MEDPOLIS SQUARE 702
PVT LTD

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 17/04/25

Paid to Rosen & CO.	Rs.	Ps.
towards Purchasing of Russet Saute	880	00
Bill no:- 5483		
Rupees Eight Hundred Eighty Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	880	00

APPROVED BY
17 APR 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by   Approved by   Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 17/04/25

	Rs.	Ps.
Paid to [illegible]		
Towards [illegible]	2880	00
[illegible]		
Rupees [illegible]		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	2880	00

Prepared by

APPROVED BY
17 APR 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

CASH MEMO

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.

Ph : 27704625, Cell : 9032008269, SMS/Whts App : 9032008263

E-mail : rajastamps@hotmail.com

M/s. AMTZ MFD POLIS
SQUARE 702 PVT LTD

No. 5483

Date : 17/04/25

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Rubber Stamps 4 nos	880	00
	TOTAL	880	00

CHECKED
SECURITY/SUP.
By: .... Dt. 17/4/25

As per Specimen Attached

For RAJA & CO.

OUTWARD	
Outward No:	Dt:
MRN No:	Dt:
Received By:	Sign:
AMTZ MEDPOLIS SQUARE 702 PVT LTD	

OUTWARD	
Outward No:	Dt:
MRN No:	Dt:
Received By:	Sign:
AMTZ MEDPOLIS SQUARE 702 PVT LTD	

INWARD	
Inward No:	Dt:
MRN No:	Dt:
Received By:	Sign:
AMTZ MEDPOLIS SQUARE 702 PVT LTD	

CHECKED
SECURITY SUP

INWARD	
Inward No:	Dt:
MRN No:	Dt:
ceived By:	Sign:
OLIS SQUARE 702 PVT LTD	

RJIL & SJIL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 08/04/28

Paid to Local Purchase	Rs.	Ps.
towards Purchasing of copper lock	380	00
for RJIL & SJIL for Ramki Tower		
5 floor		
Rupees Three Hundred Eighty Rupees		
Only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	380	00

Srinu

Prepared by

Approved by

Receiver's Signature

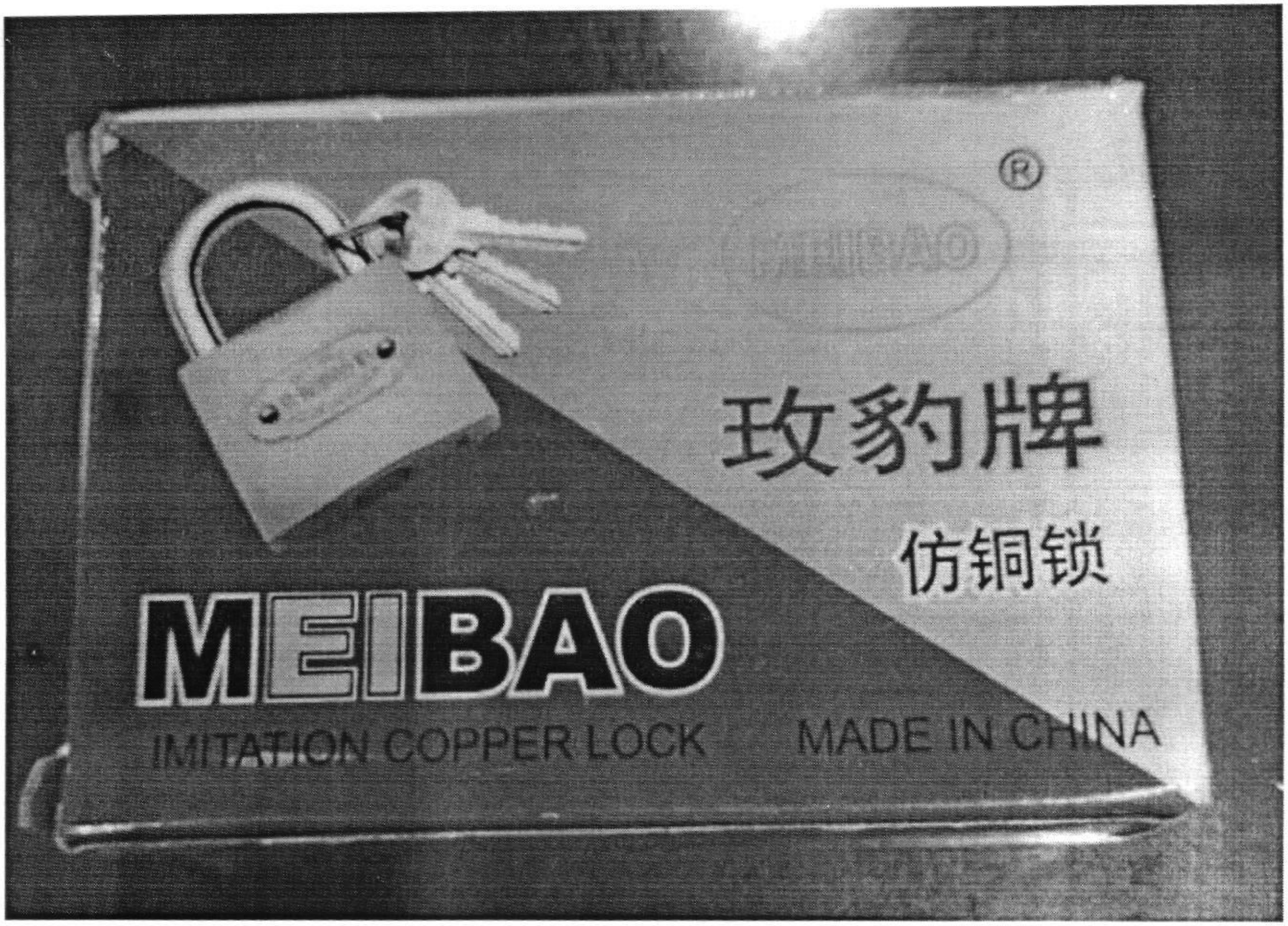
DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date: [illegible]

Paid to [illegible]	Rs.	Ps.
towards [illegible]	380	00
[illegible]		
[illegible]		
Rupees Three hundred Eighty Rupees		
Only		
Paid by Cash / Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	380	00

Prepared by Approved by Receiver's Signature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MADE IN CHINA