Weekly - Petty cash /expense card statement.

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

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	M H SVC	M H SVC	Bus Charges P. Vamshi	350	☐Y ☑N	☐Y ☑N
2.	M H SVC	M H SVC	Rapido Charges P. Vamshi	293	☑Y ☐N	☐Y ☑N
3.	M H SVC	M H SVC	Bus Charges P. Vamshi	343	☐Y ☑N	☐Y ☑N
4.	M H SVC	M H SVC	Refreshment Allowance (CH. Krishna)	275	☐Y ☑N	☐Y ☑N
5.	M H SVC	M H SVC	Refreshment Allowance (CH Krishna)	275	☐Y ☑N	☐Y ☑N
6.	M. H. SVC	M H SVC	R. M. Abry Btternoll 728	1500	☑Y ☐N	☐Y ☑N
7.	M. H. SVC	M. H. SVC	Fastag Recharge 3044	1000	☑Y ☐N	☐Y ☑N
8.	M. H. SVC	M. H. SVC	Fastag Recharge 3044	500	☑Y ☐N	☐Y ☑N
9.	M. H. SVC	M. H. SVC	HMDA. HGCL 8387 Toll Plaza	30	☑Y ☐N	☐Y ☑N
10.	M H SVC	M. H. SVC	Royal Sundaram General Insurance Co 9789 Fastag Recharge 3044	2650 500	☑Y ☐N	☐Y ☑N
11.	Total			7716		

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 17 APR 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 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

MHSVC

Voucher No. ____________

A/c. ____________ Date : 12/04/25

P.VAMSHI

Paid to BUS AND AUTO CHARGES	Rs.	Ps.
towards TATA WINGER TS10 UA 9259 GIVEN SERVICE CENTER JASPER INDUSTRIES PVT LTD ON 08/04/25 [CHOUTUPPL TO HO]	350/-	
Rupees THREE HOUNDREN FIFTY RUPIES ONLY		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	350/-	

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

P.Vamshi
Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ______

A/c. ______ Date : 12/04/25

Payment

Paid to: BOS. Anil. Audio [illegible]	Rs.	Ps.
towards: TATA, Winger, TS10 UP [illegible] [illegible] Service [illegible] on 08/04/25 [illegible]	350/-	
Rupees: Three hundred fifty rupees only.		
Paid by Cash / Cheque; Cheque No. ___ Dated ___ Drawn on Bank ___	350/-	

Prepared by

Approved by

Receiver's Signature

MIASVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 15/04/25

P. VAMSI

Paid to	Rapido, Charges	Rs.	Ps.
towards	ON WHEEL, ALTO, TS10FB 7276		
	From Sitarama Sir, Home, From Umay To	293/-	
	Injapur, Road, [HO]		
Rupees			
	TWO. HOUNDRED, NINETHREE RUPEES ONLY.		
Paid by Cheque / Cash	Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	293/-	

APPROVED BY
12 APR 2025
G JAI KUMAR

P. VAMSI
Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No ____________

A/c ____________ Date : 15/04/25

Paid to		Rs.	Ps.
towards		293/-	
Rupees			
Paid by Cash / Cheque	Cheque No. ____ Dated ____ Drawn on Bank ____	293/-	

Prepared by | Approved by | Receiver's Signature

APPROVED BY

12 APR 2025

Booking History

rapido

Customer Name	vamshi Yadav
Ride ID	RD17447003300811058
Driver name	Depavath Gopi
Vehicle Number	TS11UB7101
Mode of Vehicle	Auto
Time of Ride	Apr 15th 2025, 12:32 PM

Selected Price

₹ 293

3-4-98-7-29/B/A, New Narasimha Nagar, NTR Nagar, Mallapur, Hyderabad, Secunderabad, Telangana 500076, India

6-107/1, Injapur Rd, Neeladri Nagar, Hyderabad, Injapur, Telangana 501511, India

This document is issued on request by the passenger. Rapido does not collect any fee/commission from passengers and shall not issue tax invoices to the passengers under this segment. The document may be used for all official / reimbursement purposes.

*Selected Price refers to the initial price decided between User and Drivers from the estimated price range

MHSVC

DEBIT VOUCHER

Voucher No. ________________

A/c. ________________ Date : 12/04/25

P. VAMSHI

Paid to BUS Charges, ~~[illegible]~~, AUTO Charges	Rs.	Ps.
towards TATA. WINGER" "TS10UA9759" PICKUP" 11/04/25	343/-	
SERVICE. CENTER. FROM. ["HO "TO" CHOUTUPPAL]		
JASPER. INDSUTSRVT		
Rupees ~~[illegible]~~ THREE. HUNDREN. FOUTY. THREE.		
RUPIES. ONLY.		
Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	343/-	

P. Vamshi
Prepared by

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

Approved by

P. [illegible]
Receiver's Signature

DEBIT VOUCHER

Voucher No. ________________

A/c. [illegible] Date: 12/04/25

	Rs.	Ps.
Paid to [illegible]		
towards [illegible]	343/-	
Rupees Three Hundred Forty Three Rupees Only.		
Paid by Cash / Cheque — Cheque No. ______ Dated ______ Drawn on Bank ______	343/-	

Prepared by [illegible] Approved by APPROVED 12 APR 2025 Receiver's Signature [illegible]

MHSVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 11/04/2025

Paid to Refreshment Allowance (CA-Nisha)	Rs.	Ps.
towards I went with Sachin sir and Patak	275 =	00
Sir to Sunyapat for Servy On. 7/04/2025		
Given by Jai Kumar Sir.		
Rupees Two hundred and Sevety five		
Rupees Only		
Paid by Cheque/Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	275 =	00

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ______

A/c. ______ Date: 11/04/2023

Paid to	Refreshment Allowance (Chaishta)	Rs.	Ps.
towards	I went with Salim Sir and Ratan Sir to Sonepat for Survey on 2/04/2023 Given by Tej Kumar Sir.	265	00
Rupees	Two hundred and Sixty five Rupees Only		
Paid by Cheque / Cash	Cheque No. / Dated / Drawn on Bank	265	00

Prepared by   Approved by   Receiver's Signature

MH SVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 11/04/2025

Paid to Refreshment Allowance. (Ch. Krishna)	Rs.	Ps.
towards I went with Sachin Sir and.	275 =	00
Suresh, Nagarjuna. to Suryapet for Saaj		
Given by Jai Kumar Sir.		
Rupees Two hundred and Seventy		
five Rupees Only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	275 =	00

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date 11/09/2020

Paid to [illegible]	Rs.	Ps.
towards [illegible]	2475	00
[illegible]		
[illegible]		
Rupees [illegible]		
[illegible] Only		
Paid by Cash/Cheque — Cheque No. — Dated — Drawn on Bank	2475	00

Prepared by — Approved by — Receiver's Signature

~~MHAPC~~
MHSVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________________ Date : 09/04/24

Paid to R.M. Arts	Rs.	Ps.
towards RADIUM WORKS OF MAHINDRA	1500	00
JAYO 9758 BILL NO:- 728		
Rupees One thousand five hundred		
only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	1500	00

Prepared by Shiv

Approved by

Receiver's Signature

M.L.I. 5 VC

DEBIT VOUCHER

Voucher No. ______

A/c. ______ Date ______

Paid to	Rs.	Ps.
towards	1500	00
Rupees One thousand five hundred		
Paid by Cash/Cheque — Cheque No. — Dated — Drawn on Bank	1500	00

Prepared by Approved by Receiver's Signature

RATNAM **BILL** Cell : 9848658130

R.M. Arts

COMPUTERISED RADIUM WORKS

Signboards, Wall Painting, Cloth Banners & Flex Boards

1-10-28/152, Nagarjuna Nagar Colony, Kushaiguda, Hyderabad-500 062.

Sl No. 728 Date : 2/4/25

Name MHPL

9758

S. No.	ITEM	SIZE	QTY	AMOUNT Rs.	Ps.
1)	Goods Carrier Zeebra Lines ON Doors Yellow Patti and Front White Radium Sticker			1500/-	
			TOTAL	1500	
			Advance		
			BALANCE		

A. Ratnam

Signature

DEBIT VOUCHER

MH 8VC

Voucher No. ______________

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

Paid to fAStage Recharge	Rs.	Ps.
towards fAStage Recharge to Bus	500	00
TS 10 UD 3044	500	00
Rupees one thousand Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ___ Dated ___ Drawn on Bank ___	1000	00

Prepared by Siva

Approved by

Receiver's Signature

FVV8VL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 05/04/24

Paid to [illegible]	Rs.	Ps.
towards [illegible]	500	00
[illegible]	500	00
Rupees One [illegible] Only		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	1000	00

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

1:34 62%

FASTag Recharge successful

06:05 PM on 18 Mar 2025

FASTag Recharge for

HDFC Bank - Fastag ₹500

TS10UD3044

Bill Details

Payment details

Transaction ID

NX250318180455759333385631

Bharat Connect Transaction ID

PP015077BX2SA1E8C130

Debited from

XXXXX1800025272 ₹500

UTR: 706335859072

View History

View Receipt

Split Expense

Share Receipt

Contact PhonePe Support

Powered by

UPI AXIS BANK

1:32 Volt LTE2 63%

FASTag Recharge successful

08:50 AM on 07 Apr 2025

FASTag Recharge for

HDFC Bank - Fastag ₹500

TS10UD3044

Bill Details

Payment details

Transaction ID

NX25040708503129885574041

Bharat Connect Transaction ID

PP015097BX3SV0OKE301

Debited from

XXXXXX5850 ₹500

UTR: 961120473127

View History

View Receipt

Split Expense

Share Receipt

Reward Received

Contact PhonePe Support

MH SVC

DEBIT VOUCHER

Voucher No. ______________

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

Paid to HMDA HGCL - WORK (M. Shelar)	Rs.	Ps.
towards Toll charges for Jaggo Vehicle no:	30 —	00
(TS10UB8387)		
Rupees Thirty Rupees only — x		
— x —		
Paid by Cheque / Cash ✓ Cheque No. ____ Dated ____ Drawn on Bank ____	30 —	00

M. Shelar

Prepared by

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

Approved by

Receiver's Signature

DEBIT VOUCHER

HHSVC

Voucher No. ____________

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

	Rs.	Ps.
Paid to HMCH HSL - Motor (Consultor)		
Towards Toll charges for Office Vehicle via (TS10UE8383)	30	00
Rupees Thirty Rupees only		
Paid by Cash/Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	30	00

Prepared by

Approved by

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

Receiver's Signature

HMDA - HGCL - NORR

IRB Golconda Expressway Private Limited

GST NO: 36AAHCI1275P1Z2

Exit Plaza	:	Shamirpet (Exit-7)
Entry Plaza	:	Keesara (Exit-8)
Ticket No.	:	25091208435543
Booth/ Operator No.	:	Lane W07/ 29855
Txn. Date	:	08-Apr-2025 03:12:23 PM
Entry. Date	:	08-Apr-2025 02:58:01 PM
Vehicle No.	:	TS10UB8387
Vehicle Class	:	Cars/Jeep/Van
Journey Type	:	Single Journey
Toll Fee	:	30.00
Penalty	:	0.00
Total Amount	:	**30.00**
Pmt Mode	:	Cash

PLEASE USE CASH LANE AT EXIT, DOUBLE USER FEE SHALL BE CHARGED IN FASTAG LANES. FOR ANY EMERGENCY/ASSISTANCE ON ORR PLEASE CALL 14449

** WISH YOU SAFE and HAPPY JOURNEY

MH SVC

Voucher No. ______

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

Paid to ROYAL ... CO.	Rs.	Ps.
towards Refering cheque amount of winger	2000	00
TS10UA 9759	650	00
Rupees Two thousand six hundred		
six fifty only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	2650	00

Prepared by   Approved by   Receiver's Signature

MH SVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 17/04/24

	Rs.	Ps.
Paid to [illegible]		
towards [illegible]	2000	00
15/10/24 [illegible]	650	00
Rupees Two thousand six hundred		
fifty only		
Paid by Cash ✓ / Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	2650	00

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

Receipt

Order No : JC-JasInH-AB2-2526-000010 Receipt No : JasInH-AB2-RCT-2526-000018 14/04/2025

Received with thanks from

ROYAL SUNDARAM GENERAL INSURANCE CO. LIMITED

an amount of Two Thousand Rupee Paisa details of which are given below :

Hypothecated To.

PAN	36AABCR7106G1ZK		
Payment Method	Cash	Drawn on Bank	
Payment Type	Customer	Account Code	1-X3HE8DI
Cheque/DD/CC No		Branch	
Rs. 2,000.00		Date	14/04/2025
		Dealer PAN	AAACJ5760H

This was towards vehicle service vide VRN# TS10UA9759

For, JASPER INDUSTRIES PRIVATE LIMITED-100480

Jasper Industries Pvt. Ltd. ★ Moosarambagh, Hyd. ★

Authorized Signatory

Kindly Note

1. No interest shall be paid.
2. Cheques are subject to realization.
3. Prices prevailing at the time of delivery will be charged.

Scanned with OKEN Scanner

Receipt

Order No : JC-JasInH-AB2-2526-000010 Receipt No : JasInH-AB2-RCT-2526-000016 11/04/2025

Received with thanks from

ROYAL SUNDARAM GENERAL INSURANCE CO. LIMITED

an amount of Six Hundred Fifty Rupee Paisa details of which are given below :

Hypothecated To.

PAN	36AABCR7106G1ZK		
Payment Method	Credit-Card	Drawn on Bank	phonepe
Payment Type	Customer	Account Code	1-X3HE8DI
Cheque/DD/CC No	T2504111254023514584055	Branch	saifabad
Rs. 650.00		Date	11/04/2025
		Dealer PAN	AAACJ5760H

This was towards vehicle service vide VRN# TS10UA9759

For, JASPER INDUSTRIES PRIVATE LIMITED-1004850

Kindly Note

1. No interest shall be paid.
2. Cheques are subject to realization.
3. Prices prevailing at the time of delivery will be charged.

Authorized Signatory

Scanned with OKEN Scanner

MH BVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 16/04/25

	Rs.	Ps.
Paid to fASTag Reverse		
towards fASTag Recurs for BVC	500	00
TS10 UD 3044		
Rupees five Hundred Rupees only		
Paid by Cheque / Cash ✓ Cheque No. Dated Drawn on Bank	500	00

Prepared by Siva

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 16/04/26

Paid to [illegible]	Rs.	Ps.
Towards [illegible]	500	00
[illegible]		
Rupees Five Hundred only		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	500	00

Prepared by   Approved by   Receiver's Signature

2:09 66%

FASTag Recharge successful

08:35 AM on 16 Apr 2025

FASTag Recharge for

HDFC Bank - Fastag **₹500**

TS10UD3044

Bill Details

Customer Name : CHATHIRI KRISHNA

Payment details

Transaction ID

NX25041608353060251438511

Bharat Connect Transaction ID

PP015106BX2DT0NVG722

Debited from

XXXXX1800025272 ₹500

UTR: 651092265924

View History

View Receipt

Split Expense

Share Receipt

Contact PhonePe Support

Powered by

M.H.I. SVC.

DEBIT VOUCHER

Voucher No. ____________

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

Paid to fASTag recharge	Rs.	Ps.
towards fASTag recharge BUS TS10UD3044	500	00
Rupees five Hundred Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	500	00

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

Siva

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

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

Paid to [illegible]	Rs.	Ps.
towards [illegible]	500	00
Rupees Five Hundred Rupees Only		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	500	00

Prepared by

Approved by

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

Receiver's Signature

1:49 81%

FASTag Recharge successful
08:35 AM on 16 Apr 2025

FASTag Recharge for

HDFC Bank - Fastag ₹500
TS10UD3044

Bill Details

Customer Name : CHATHIRI KRISHNA

Payment details

Transaction ID
NX25041608353060251438511

Bharat Connect Transaction ID
PP015106BX2DT0NVG722

Debited from
XXXXX1800025272 ₹500
UTR: 651092265924

View History | View Receipt | Split Expense | Share Receipt

Contact PhonePe Support

Powered by