Weekly - Petty cash /expense card statement.

Name	D. Siva Shanker	Statement date	26/04/25
Prepared by	D. Siva Shanker	Sign	Sv
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MH SVC	MH SVC	FASTag Recharge 3066	1000	☑Y ☐N	☐Y ☑N
2.	MH SVC	MH SVC	Diesel Sangamner Service 9259	10,619	☑Y ☐N	☐Y ☑N
3.	MH SVC	MH SVC	Food Allowance Sangamner	275	☐Y ☑N	☐Y ☑N
4.	MH SVC	MH SVC	MAHA SAI ENTERPRISES	840	☑Y ☐N	☐Y ☑N
5.	MH SVC	MH SVC	FASTag Recharge 9258	500	☐Y ☐N	☐Y ☐N
6.					☐Y ☐N	☐Y ☐N
7.					☐Y ☐N	☐Y ☐N
8.					☐Y ☐N	☐Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.	Total			13234		

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:	28 APR 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

MH SVL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 26/04/25

Paid to fASTag Recharge	Rs.	Ps.
towards fASTag Recharge for bus 3044	1000	00
Rupees one thousand Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	1000	00

APPROVED BY
26 APR 2025
G. JANAKI...
AGM-HR & Admin

Prepared by   Approved by   Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 25/04/24

Paid to		Rs.	Ps.
towards		1080	00
Rupees	One thousand eighty only		
Paid by Cash / Cheque	Cheque No. / Dated / Drawn on Bank	1080	00

Prepared by

Approved by

25 APR 2025

Receiver's Signature

11:30 89%

FASTag Recharge successful

08:33 AM on 25 Apr 2025

FASTag Recharge for

HDFC Bank - Fastag ₹1,000

TS10UD3044

Bill Details

Payment details

Transaction ID

NX2504250833462148590647

Bharat Connect Transaction ID

PP015115BX4FF0NSH497

Debited from

XXXXXX5850 ₹1,000

UTR: 799657252636

View History

View Receipt

Split Expense

Share Receipt

Contact PhonePe Support

Powered by

UPI YES BANK

MHSVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________________________ Date : 21/04/25

Paid to ROYAL SUNDARAM GENERAL INSURANCE.CO	Rs.	Ps.
towards General Repairs of motor	10619	00
TS10UA 9759		
Rupees Ten thousand Six Hundred		
nineteen Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	10619	00

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 21/01/24

	Rs.	Ps.
Paid to [illegible]		
towards [illegible]	10619	00
Rupees Ten thousand six hundred and nineteen rupees only		
Paid by Cash / Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	10619	00

Prepared by

Approved by

Receiver's Signature

TAX INVOICE

Issued under GST Invoice Rules

Original :For Recipient
Duplicate :For Supplier

IRN:e598b92c82dd88f95188aa7ea440751db65a51799ead159e2c333e01a03c7e8d
IRN Ack No:112524563120178
IRN Ack Date:12/04/2025

ROYAL SUNDARAM GENERAL INSURANCE CO. LIMITED
5TH FLOOR, 6-3-1109/1
JEWEL PAWANI TOWERS A-BLOCK, RAJ BHAVAN ROAD
., HYDERABAD
HYDERABAD,
Telangana(36)
India
Phone No (Res,Off,Mob): 9989510625,
Customer GSTIN : 36AABCR7106G1ZK
A/C Code : 1-X3HE8DI
Place of Supply: 36-Telangana

Invoice No : IJIPAV2526000004
Invoice Date :12/04/2025
Model : TATA WINGER
Chassis No : MAT460054GUG03452
Insurance Co : ROYAL SUNDARAM GENERAL INSURANCE CO LTD
Insurance Type : Third Party
Insurance Expiry Date : 22/04/2025
Kms. : 268489
Vehicle Regn. No : TS10UA9759
Job Card No. : JC-JasInH-AB2-2526-000010
Job Card Date : 10/04/2025
Service Request Type : Accident
Customer P.O. No - Date :
Payment Method : CREDIT
Warranty Expired :Y
Dealer PAN:AAACJ5760H
Dealer GSTIN : 36AAACJ5760H1ZJ
Next Service Date * : 13/01/2025

PAN : 36AABCR7106G1ZK

S No	HSN/SAC	Part#/Job Code	Particulars	Type	UoM	Float	Qty	Rate	Total Amt (Base Price)	Extra Chg	Disc Amt/Item	Campaign Disc %	Disc %	Insurance Liability %	Taxable Amt	CGST		SGST/UTGST		Total Amt (Incl. Taxes)
																Rate %	Amount	Rate %	Amount	
1	7007.11.00	284567102303	WINDSHIELD GLASS (W/BAND-TOP PROP) BS3/4	Paid	Each	N	1	5,456.78	5,456.78		0				5,456.78	9	491.11	9	491.11	6,439.00
2	8708.99.00	284567107701	WINDSCREEN GLASS RUBBER MOULD BS2/3/4	Paid	Each	N	1	1,790.62	1,790.62		0				1,790.62	14	250.69	14	250.69	2,292.00
3	998714	610120	WINDSHIELD GLASS REPLACE WIND SHIELD GLASS R&R CHARGES	PAID		N	1	800	800		0.00				800.00	9	72.00	9	72.00	944.00
4	998714	610158	MISCELLANEOUS ACTIVITYF	PAID		N	1	800	800		0.00				800.00	9	72.00	9	72.00	944.00

			R WIPER PANEL REPAIR CHARGES																	

		Sub Total:	8,847.40
		Total Tax Amount :	1,771.60
Parts Net Taxable Amount :	7,247.40	**Final Labour Invoice Amount :**	**1,888.00**
Final Parts Invoice Amount :	8,731.00		
		@ 9% CGST on Labour:	144.00
		@ 9% SGST on Labour:	144.00
@ 9% CGST on Parts:	491.11		
@ 9% SGST on Parts:	491.11		
@ 14% CGST on Parts:	250.69		
@ 14% SGST on Parts:	250.69		
		Gross Amount :	10,619.00
		Adjustments :	0.00
Rupees Ten Thousand Six Hundred Nineteen Only.		**Grand Total :**	**10,619.00**

Loyalty Info :

Member # : 31xxxxx0015	**Tier # : Delight Super**	**Balance Points : 0**

Note:

1) Insurance Liability % will only come for Insurance Job cards.

Dear Loyalty Member, you have earned points on this transaction of Rs**10,619.00**. These points would be credited to your Loyalty Account (**31xxxxx0015**) once the transaction is processed. You can Redeem your points when you get your vehicle serviced next time. Or call **1800 209 8188/1800 209 7979** to redeem for exciting gifts. Contact dealer Loyalty Desk or visit **www.tatamotorsease.com/www.tatadelight.com** for more details.

Tax Payable under Reverse Charge – No

Special Observations :

Terms and Conditions : E. & O. E.

1) Goods once sold will not be taken back or exchanged except as required by law.
2) Only the courts of BATSINGRAM shall have jurisdiction in any proceedings relating to this contract.
3) * Statistically generated based on Average kilometer's run per day.
4) I have inspected the vehicle TS10UA9759 and taken delivery of the vehicle only after being satisfied regarding the maintenance work carried out in the vehicle. I do not have any grievances/complaints pertaining to the chassis no MAT460054GUG03452
5) I hereby consent and authorize JASPER INDUSTRIES PRIVATE LIMITED-1004850 / HYDERABAD and Tata Motors Limited for usage of all the data disclosed above and also to share all my details and documents for promotional, marketing and transactional activities of Tata Motors Ltd. or any of its group companies/subsidiaries/ authorized dealers, in accordance with Tata Motor's Privacy Policy. I shall inform in writing to Tata Motors Limited, if I intend to withdraw my aforesaid consent.

For JASPER INDUSTRIES PRIVATE LIMITED-1004850

Customer's Signature | Authorized signatory

Prepared By : ANNAPAREDDY SRINIVASA RAO | Date : 12/04/2025

200 [illegible]

5067 5076 [illegible]

16680 [illegible]

350

16322

68.66

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 18/4/25

Paid to Y. Somanna	Rs.	Ps.
towards Food Allocoanee went to AGM with Purchase metrial TS10UA9758	275	00
Rupees Two hundred and Seventy five only		
Paid by ~~Cheque~~ / Cash — Cheque No. — Dated — Drawn on Bank	275	00

APPROVED
24 APR 20..
MINISH PARIKH
MANAGER PRO... ...ENT

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Modi Housing Pvt. Ltd, Trading.

Voucher No. ____________

A/c. ____________ Date : 18/04/25

	Rs.	Ps.
Paid to Maha Sai Enterprises.		
towards Servo Dhamaka, Premium diesel engine oil for vehicle no:- TS10UA9758.	840/-	
Rupees Eight hundred and forty Rupees. Only.		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	840/-	

Sadhana
Prepared by

APPROVED
24 APR 20..
Approved by
MINISH PARIKH
MANAGER PRO...ENT

Receiver's Signature

卐 **ESTIMATE** ॐ

Cell : 9505056620
9392430410

Maha Sai Enterprises

Stockists : Electrodes & Welding Materials, Buffing Materials, MIG Wires, Bearings, Drills, C.R. Rimmers, Grinding Materials, Cutting Tools, V. Belts, Industrial Lubricants etc..

Plot No. 91/2, Beside AXIS Bank ATM, IDA, Phase-II,
Cherlapally, Hyderabad - 500 051.

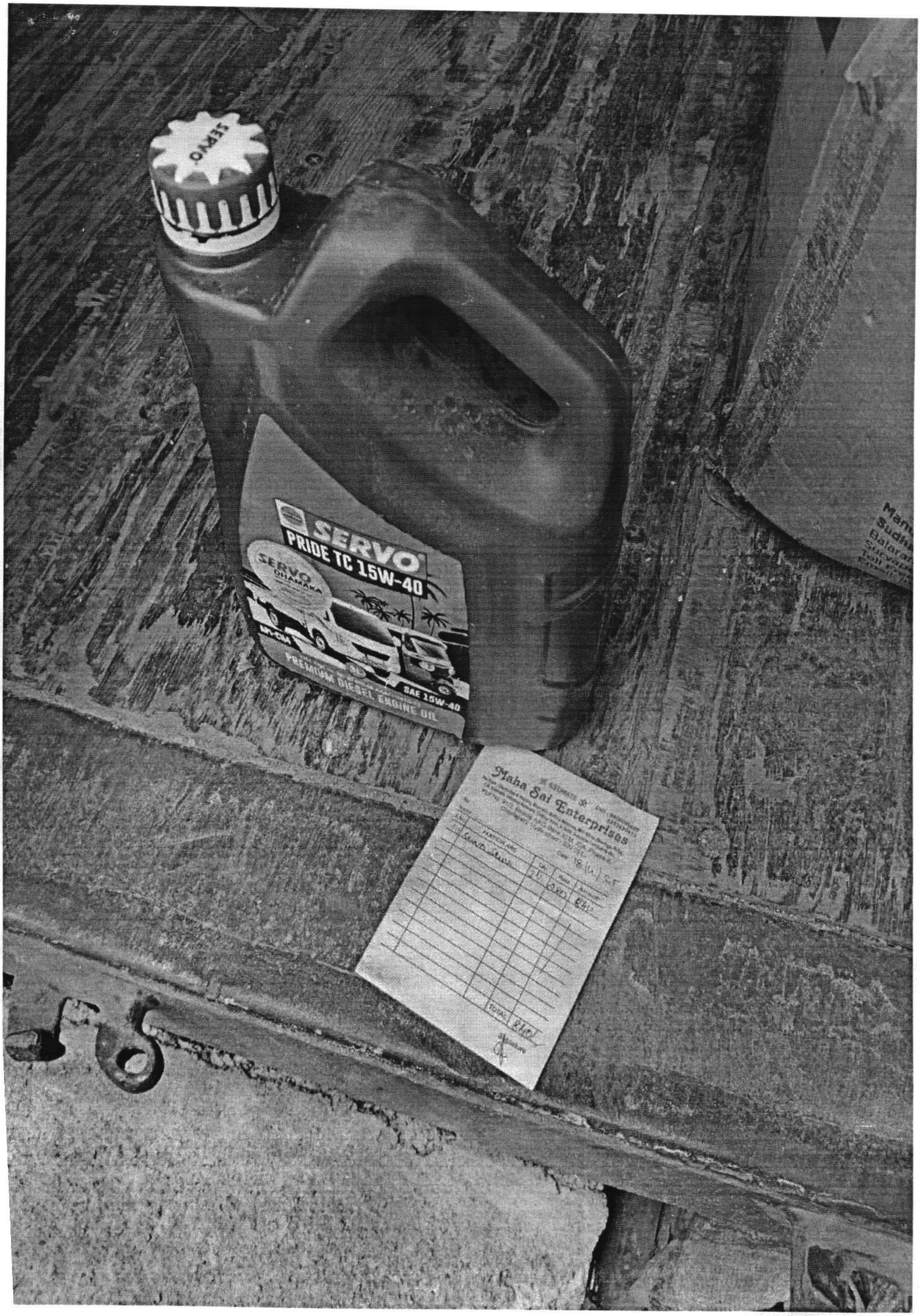
No.

Date : 18/4/25

Name ....

S.No.	PARTICULARS	Qty.	Rate	Amount
(1)	Servo Sysm	3 Lit	280	840
			TOTAL	840/-

Signature


SERVO
PRIDE TC 15W-40
SERVO DHAMAKA
SAE 15W-40
PREMIUM DIESEL ENGINE OIL
Maha Sai Enterprises
TOTAL

DEBIT VOUCHER

Voucher No. ______

A/c. ______ Date : 18/4/25

	Rs.	Ps.
Paid to Fastag Recharge Successful		
towards Recharge at Fastag TS10UA9758	500	00
Went to AGM. Dt 12/4/25		
Rupees five hundred only		
Paid by ~~Cheque~~ Cash — Cheque No. ______ Dated ______ Drawn on Bank ______	500	00

APPROVED

24 APR 20..

Prepared by

Approved by
MINISH PARIKH
MANAGER PRO... ...ENT

Receiver's Signature

10:51 91%

FASTag Recharge successful

08:13 PM on 12 Apr 2025

FASTag Recharge for

Bajaj Pay FASTag ₹500

ts10ua9758

Bill Details

Payment details

Transaction ID

NX25041220130900263728631

BBPS Transaction ID

PP015102BX30E1K62367

Debited from

XXXXX5894 ₹500

UTR: 280432386852

View History

Split Expense

Share Receipt

Contact PhonePe Support

Powered by

UPI YES BANK