

Weekly - Petty cash /expense card statement.

Name	D. Shw Shwmed			Statement date	07/05/28
Prepared by	D. Shw Shwmed			Sign	<i>Shw</i>
From period				To period	

S/No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MP SVC	MP SVC	Local Purchase milk	140	☒ Y ☐ N	☐ Y ☒ N
2.	MP SVC	MP SVC	Artel GUL RAYAR MARCH	34320	☒ Y ☐ N	☐ Y ☒ N
3.	MP SVC	MP SVC	SANTOSH ELECTRICAL B. WORKING	1550	☒ Y ☐ N	☐ Y ☒ N
4.	MP SVC	MP SVC	REPRO MARKETING H.O.	469	☒ Y ☐ N	☐ Y ☒ N
5.	MP SVC	MP SVC	Local Purchase milk	140	☒ Y ☐ N	☐ Y ☒ N
6.					☐ Y ☒ N	☐ Y ☒ N
7.	MH PL	MH PL	FASTAG REVERSE 7953	1000	☒ Y ☐ N	☐ Y ☒ N
8.					☐ Y ☒ N	☐ Y ☒ N
9.	GIVRE PVT LTD		RASON & CO. BILUMOR 5487	440	☒ Y ☐ N	☐ Y ☒ N
10.					☒ Y ☐ N	☐ Y ☒ N
11.					☐ Y ☒ N	☐ Y ☒ N
Amount to be credited by				Total:	38059.1	
Approved by:				☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:		
Sign:				DIV. Manager Accounts Manager		
Date:				MD		

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.

36619
33528
30911

30911

36619

DEBIT VOUCHER

MPBVC
MP SVC

Voucher No. _____

A/c. _____

Date : _____

05/05/25

Paid to				Rs.	Ps.
towards				140	00
				}	
Rupees					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
	Cash				
					140 00

Prepared by

Shiv

APPROVED BY

07 MAY 2025

G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature

Prepared by

LOW DEBIT
0.1 MW 5000
DEBITED BY

Receiver's Signature



Paid by	Cash / Cheque	Cheque no.	Dated	Drawn on Bank		
					100	00
Number	100 100 100 100 100				100	00
Amount	100 100 100 100 100				100	00
Paid to	100 100 100 100 100				100	00

Vic

Date

Voucher No

DEBIT VOUCHER

100 100 100 100 100

Volan-Procure
HRSVE

08/08/28

1) Volan-Procure mruu-Proc
10 pgs 140

CHECKED
SECURITY/SUP.
By:  Dt: 5/8/24

~~140~~

140



Claim Intimations Call us first 1800 568 9999 (24/7 Tollfree)
Road, Chennai - 600002 | IRDAI Reg. No.102 | CIN: U67200TN2000PLC045611
258 0000 | Email: customer.services@royalsundaram.in | Visit: www.royalsundaram.in

DEBIT VOUCHER

~~MPSC~~ MPSC

Voucher No. _____

A/c. _____ Date : 02/05/28

Paid to	Arxher Bm			Rs.	Ps.	
towards	Arxher Bm Payment of			34320	00	
	Summer Sales CG for the month of			}		
	May 2028					
Rupees	Twenty four thousand Three hundred					
	Twenty only					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	34320	00
	Cash ✓					

Prepared by

Approved by

Receiver's Signature



< AD-ICICIT



May 2, 11:33 AM

Dear Customer, Rs
34,320.00 debited
from ICICI Bank
Prepaid Card 8895
on 02-May-25. Info-
24766 (Bharti. The
Available Balance is
Rs 4,168.86 . Call 022
50405238 for dispute
or SMS BLOCK 8895
to 9215676766.

DEBIT VOUCHER

MPSVC

Voucher No. _____

A/c. _____ Date : 02/05/28

Paid to	SANTOSH ELECTRICAL ENGINEER WORKING			Rs.	Ps.	
towards	minor repairing work of WATER			1550	00	
	Difference AT Cash Book			}		
Rupees	one thousand five hundred					
	fifty rupees only					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	1550	00
	Cash					

Prepared by

Approved by

Receiver's Signature

Prepared by

[Signature]

Approved by

[Signature]

Receiver's signature

[Signature]

Paid by	Cash				1200	00
	Cheque					
		Cheque No	Dated	Drawn on Bank		
To the order of					S	
for cash						
for						
for						
Amount	1200				1200	00
Paid to	1200				1200	00

VIC

Amount

Date: 03/07/57

DEBIT VOUCHER

1200

45

47-2500

RECEIVED
LIBRARY
CHECKED

1225

1225

1225

1225

DEBIT VOUCHER

MP SVL

Voucher No. _____

A/c. _____ Date : 07/05/28

Paid to <u>Zepto market Marketing</u>				Rs.	Ps.
towards <u>Purchase of Hardware & Security</u>				174	00
<u>Head Office</u>				298	00
				2	
Rupees <u>four Hundred Sixty nine only</u>					
Paid by <u>Cheque</u> Cash ☒	Cheque No.	Dated	Drawn on Bank	469	00

Prepared by Swis

APPROVED BY
07 MAY 2025
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature



COVERED BY
MAY 2025
JAI KUMAR
I-HR & Admin

Powered by

Contact PhonePe Support

Reward Received

View History Split Expense Share Receipt

XXXXXX1900004214

UTR: 373197825240

₹174

Debited from

T2505031501025374483155

Transaction ID

Transfer Details

zeptonow.bdpq@icici

Zepto

₹174

Paid to

Transaction Successful
03:01 pm on 03 May 2025

Transaction Successful

04:04 pm on 01 May 2025

Paid to

ZEPTO MARKETPLACE PRIVATE LIMITED

₹295

zeptomarketplac846299
rzp@rxaitel

Transfer Details



Message

ZEPTOMARKETPLACEPRIVATELIMITEDhome

Transaction ID

T2505011603545245097253

Debited from

XXXXXX1900004214

₹295

UTR: 469222195740



View History Split Expense Share Receipt



Reward Received



Contact PhonePe Support



DEBIT VOUCHER

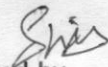
MPSVL

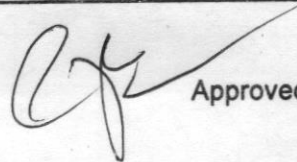
Voucher No. _____

A/c. _____

Date : 02/05/25

Paid to Local Purchases				Rs.	Ps.	
towards Purchases of Milk Returns				140	00	
for cattle return H.O.				}		
Rupees one hundred forty only						
Paid by	Cheque ☒	Cheque No.	Dated	Drawn on Bank	140	00
	Cash ☐					

Prepared by 

Approved by 

Receiver's Signature

Prepared by

[Signature]

Reviewed by

[Signature]

Receiver's signature

[Signature]

Paid by	Cash				1 NO 00 <i>[Large S-shaped mark]</i> 1 NO 00 82 82
	Cheque	Cheque No.	Dated	Drawn on Bank	
Pay to the order of <i>[Handwritten: Mr. J. J. J. J. J.]</i>					
for <i>[Handwritten: cash]</i>					
towards <i>[Handwritten: Mr. J. J. J. J. J.]</i>					
Paid to	<i>[Handwritten: Mr. J. J. J. J. J.]</i>				

No.

Date: *05/02/32*

Account No.

DEBIT VOUCHER

[Handwritten: 21215]

mlgmc
Local Purchase 2/5/28

1) Purchase of new
beam spot 1 ho

CHECKED	
SECURITY/SUP.	
BY: 	2/5/28
Dt:	

~

1 ho

DEBIT VOUCHER

M17 PL

Voucher No. _____

A/c. _____ Date : _____

Paid to <i>FASTAG Receiver</i>				Rs.	Ps.
towards <i>FASTAG Recourse for Inno 14000</i>				10000	00
<i>TS10FE 7953 MID SIR CAR</i>				<i>2</i>	
Rupees <i>one thousand rupees only</i>					
Paid by <u>Cheque</u> ✓	Cheque No.	Dated	Drawn on Bank	10000	00
Cash ✓					

Prepared by *SW*

Approved by *[Signature]*

Receiver's Signature

Prepared by

SM

Approved by

[Signature]

Receiver's Signature

[Signature]

Paid by	Cash / Credit	Credit No.	Date	Drawn on Bank		
					1000	00
Subs 101015 1000000 1000000 1000000 101015 1000000 1000000 1000000 101015 1000000 1000000 1000000					<i>[Large S-shaped mark]</i>	
Paid to					1000	00

No.

Date

Voucher No.

DEBIT VOUCHER

WH 05

FASTag Recharge for



IndusInd Bank FASTag
TS10FE7953

₹1,000



Bill Details



Customer Name

:

MARTAND



Payment details



Transaction ID

NX25042918452854478560961

Bharat Connect Transaction ID

PP015119BX2491G3Y962



Debited from



XXXXXX5850

₹1,000

UTR: 778944432481

DEBIT VOUCHER

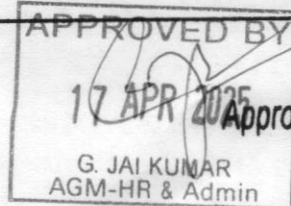
GNRC Pvt Ltd

Voucher No. _____

A/c. _____ Date : 17/04/28

Paid to <u>Raza & Co.</u>				Rs.	Ps.
towards <u>Purchase of Rubber Shanty</u>				400	00
<u>Bill no. 5482</u>					
Rupees <u>four hundred forty rupees only</u>					
Paid by <u>Cheque</u> Cash ☒	Cheque No.	Dated	Drawn on Bank	400	00


Prepared by



Receiver's Signature

Prepared by

APPROVED BY
C. W. K. H. A. B.

APPROVED BY

Receiver's Signature



Paid to	Cash	Cheque	Cheque No.	Dated	Drawn on Bank	Particulars	Rs.	Paise

No.

Date: 1/2/57

Voucher No.

DEBIT VOUCHER

RECEIVED

RAJA & CO.,**RUBBER STAMP MAKERS**7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.

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

E-mail : rajastamps@hotmail.com

M/s. G.V.R.C. PVT LTDNo. **5487**Date : 17/04/28Sl.
No.

PARTICULARS

AMOUNT

Rs.

Ps.

1 Rubber Stamp 2 nos

440

00



TOTAL

440

00

As per Specimen Attached

For **RAJA & CO.**

Certified that all corrections mentioned
in the QC report have been completed
Work can proceed to next stage.

Project in-charge	Sign	Date

INWARD			
Inward No:		Dt:	
MRN No:		Dt:	
Received By:		Sign:	
GENOME VALLEY RESEARCH CENTER PVT. LTD.			