

Weekly - Petty cash / expense card statement

Name		D. Siva Sankar		Statement date		15/10/25	
Prepared by		D. Siva Sankar		Sign		[Signature]	
From period				To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MRR	MRR	Food Allowance (normal)	200	☒	☒
2.	MRR	MRR	Travel Reimburse 7300	1500	☒	☒
3.	MRR	MRR	VI Phone Card 9246876687	654	☒	☒
4.						
5.	MARR	MARR	Travel Reimburse 795	2000	☒	☒
6.						
7.						
8.						
9.						
10.						
11.						

Amount to be credited by:	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c, ☐ Other:	Total:
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Approved by:	Div. Manager	Accountant	Accounts Manager	MD
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Sign: [Signature]
Date: 15/10/25

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.

70 Hz

Voucher No. _____

Voucher No. _____
A/c. _____
Date: 15/05/2018

Approved by

Prepared by

[Handwritten signature]

~~15 MAY 2025~~

G. JAI KUMAR

APPROVED BY

Cheque No.

Dated

Drawn on Bank

Ruppes

Two thousand letters long

towards

fasting glucose - For M.D. 8/12

Paid to

fasting Recurve

5	55
5	55

00 0007

FASTag Recharge for

IndusInd Bank FASTag

₹1,000

TS10FE7953

Bill Details

MARTAND

Customer Name

Payment details

Transaction ID
NB25051515494850892369642

Bharat Connect Transaction ID
PP015135BB3UL17Z7253

Debited from

XXXXXXXX5850

₹1,000

UTR: 607570118139

- View History

View Receipt

Split Expense

Share Receipt

Contact PhonePe Support

**FASTag Recharge successful**

06:45 PM on 29 Apr 2025

FASTag Recharge for

IndusInd Bank FASTag

₹1,000

TS10FE7953



Bill Details



Customer Name

:

MARTAND



Payment details



Transaction ID

NX25042918452854478560961



Bharat Connect Transaction ID

PP015119BX2491G3Y962



Debited from



XXXXXX5850

₹1,000

UTR: 778944432481

View
HistoryView
ReceiptSplit
ExpenseShare
Receipt

Contact PhonePe Support



FASTag Recharge for
IndusInd Bank FASTag ₹1,000
TS10FE7953

Bill Details

Customer Name : MARTAND

Payment details

Transaction ID
NX25042918452854478560961

Bharat Connect Transaction ID
PP015119BX2491G3Y962

Debited from
XXXXXX5850 ₹1,000

UTR: 778944432481

- View History
- View Receipt
- Split Expense
- Share Receipt

Contact PhonePe Support

**FASTag Recharge successful**

03:49 PM on 15 May 2025

FASTag Recharge for

IndusInd Bank FASTag

₹1,000

TS10FE7953



Bill Details



Customer Name

:

MARTAND



Payment details



Transaction ID

NB25051515494850892369642



Bharat Connect Transaction ID

PP015135BB3UL17Z7253



Debited from



XXXXXX5850

₹1,000

UTR: 607570118139

View
HistoryView
ReceiptSplit
ExpenseShare
Receipt

Contact PhonePe Support



DEBIT VOUCHER

msk

Voucher No. _____

A/c. _____ Date : 13/05/24

Paid to	food Allowance	
towards	food Allowance for monthly	
	Dr. Pote Datta M.D. Sir Pichuram	
	12/05/24	
Rupees	Two thousand rupees only	
Cheque No.		
Dated		
Drawn on Bank		
Paid by	Cheque ☒ Cash ☐	
Rs.	2000	2000
Ps.		

Prepared by 

APPROVED BY
12 MAY 2024
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature



12/1/95

DEBIT VOUCHER

MP02

Voucher No. _____

A/c. _____

Date : 12/05/28

Paid to		fastos because	
towards		fastos because for M.D. 858	
Rupees		Vestime Rs 10 ft 7300	
		One thousand and eighties only	
Cheque No.		Dated	
Paid by		Drawn on Bank	
Cheque			
Cash			
APPROVED BY		APPROVED BY	
12 MAR 2025		12 MAR 2025	
G. J. KUMAR		G. J. KUMAR	
Approved by		Approved by	
ACM-HR & Admin		ACM-HR & Admin	
Prepared by		Prepared by	
GJS		GJS	
Receiver's Signature		Receiver's Signature	
10000		10000	
Rs.		Rs.	
Ps.		Ps.	

Approved by

Approved by

Receiver's Signature

15 FEB 5052

Paid by	Cash				1000	00
	Cheque	Cheque no.	Dated	Drawn on Bank		
To the order of					100000	
Amount						
Payable to						
Paid to						

No.

Date

Amount

DEBIT VOUCHER

15 FEB 5052

FASTag Recharge for



IDFC FIRST Bank - FASTag

₹1,000

TS10FF7300

 Bill Details

Customer Name : Kore Martand

 Payment details

Transaction ID

NB25051020084682066209312



Bharat Connect Transaction ID
PP015130BB1LZ1JYR386



Debited from



XXXXXXXX1800025272

₹1,000

UTR: 531289409469



-  View History
-  View Receipt
-  Split Expense
-  Share Receipt

 Contact PhonePe Support >

DEBIT VOUCHER

mpoc

Voucher No. _____

A/c. _____

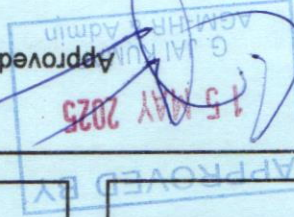
Date : 14/05/25

Paid to		VI Post Paid	
towards		VI Phone Bill Payment of	
Rupees		9246876667	
Six thousand fifty four only			
Cheque No.		Dated	
Paid by		Drawn on Bank	
Cash			
654		654	
Rs.		Rs.	
Ps.		Ps.	

Prepared by

Shr

Approved by



Receiver's Signature



Prepared by

[Signature]

Approved by

[Signature]
[Stamp]

Receiver's Signature

[Signature]

Paid by	Cash				<i>[Large S-shaped mark]</i> Rs 20
Cheque		Cheque No.	Dated	Drawn on Bank	
Places <i>2.4 1/40 10000 10000 10000</i>					
<i>10000 10000 10000</i>					
towards <i>1! 10000 10000 10000</i>					
Paid to <i>1! 10000 10000</i>					Rs 20

No.

Date

11/02/52

Voucher No.

DEBIT VOUCHER

[Signature]

4:19

Signal icons

67%

←

Bill Payment Successful

04:17 PM on 14 May 2025

Mobile bill paid	
 Vi Postpaid 9246876667	₹653.18
 Bill Details	>
 Payment details	<
Bill Amount Platform fee (inclusive of GST)	₹650.18 + ₹3
Total Amount	₹653.18
Transaction ID NB25051416174911886189782	
Biharat Connect Transaction ID PP015134BB4T5199W082	
Debited from	