SCNo1

Weekly - Petty cash /expense card statement

Name	D. Shiva Shankar	Statement date	13/06/25
Prepared by	D. Shiva Shankar	Sign	
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	B&GAV	B&GAV	Roza & Co Bill no:- 4358	780	☐Y ☐N	☐Y ☐N
2.					☐Y ☐N	☐Y ☐N
3.	MCM	IST	Roza & Co. Bill no:- 4359	780	☐Y ☐N	☐Y ☐N
4.					☐Y ☐N	☐Y ☐N
5.	AMTZ	801 PVT LTD	Roza & Co Bill no:- 4354	750	☐Y ☐N	☐Y ☐N
6.					☐Y ☐N	☐Y ☐N
7.	AMTZ	702 PVT LTD	Roza & Co Bill no:- 4353	750	☐Y ☐N	☐Y ☐N
8.					☐Y ☐N	☐Y ☐N
9.	MHPL	MHPL	FKA Air Porns Married Parents Chim	100	☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.					☐Y ☐N	☐Y ☐N
			Total:	3100		

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 13 JUN 2025 G. JAIKUMAR GM - 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

B.S.G.V. ~~PVT LTD~~

Voucher No. ______________

A/c. ______________ Date : 11/06/25

		Rs.	Ps.
Paid to	Rosen & Co.		
towards	Purchases of Rosser Exams	750	00
	Bill no. 4358		
Rupees	Seven Hundred fifty Only		
Paid by Cheque / Cash ✓	Cheque No. / Dated / Drawn on Bank	750	00

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		

Prepared by   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. BRGV PVT LTD

No. 4358   Date : 11/06/25

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Self Inking Stamp Ray Sai Kumar	750	00
	TOTAL	750	00

APPROVED
11 JUN 2025
SAI KUMAR
ASST PROJECT MANAGER
BRGV PVT

CHECKED
SECURITY/SUP. 11/6/25
By. .... Dt. ....

As per Specimen Attached   For RAJA & CO.

APPROVED BY

11 JUN 2025

SAI KUMAR
ASST PROJECT MANAGER
BRGV. PVT. LTD.

~~AMTZ~~

MEMET

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 11/06/28

	Rs.	Ps.
Paid to Rosan & Co.		
towards Purchasing of Rubber Stamp	780	00
one no:- 4389 SAI Kumar		
Rupees Seven Hundred fifty only		
Paid by Cheque / Cash ✓ Cheque No. Dated Drawn on Bank	750	00

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date ____________

Paid to	Rs.	Ps.
towards	750	00
Rupees		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	750	00

Prepared by

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. MCMET

No. 4359 | Date : 11/06/28

APPROVED BY
11 JUN 2025
SAI KUMAR
ASST PROJECT MANAGER
MCMET

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Self Inking Stamp for Sai Kumar	780	00
	TOTAL	750	00

CHECKED
SECURITY/SUP. 11/6/25
By: .... Dt: ....

As per Specimen Attached

For RAJA & CO.

APPROVED BY

11 JUN 2025

SAI KUMAR
ASST PROJECT MANAGER
MCMET

AMTZ.M.S. 702. PVT LTD

DEBIT VOUCHER

Voucher No. ______

A/c. ______ Date : 11/06/28

Particulars	Rs.	Ps.
Paid to Raja & Co.	750	00
towards Purchase of Rubber sheets		
Bill no.: 4353		
Rupees Seven Hundred fifty only		
Paid by Cheque / Cash ✓ — Cheque No. ______ Dated ______ Drawn on Bank ______	750	00

Prepared by

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.M.S. 702
PVT LTD

No. 4353

Date : 11/06/24

APPROVED BY
JUL 11
G RAHUL
PROJECT MANAGER
M.S. 702 PVT LTD
AMTZ

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Self Inking Stamp for G. Rahul	780	00
	TOTAL	750	00

CHECKED
SECURITY/SUP.
Dt. 11/6/24
By:

As per Specimen Attached

For RAJA & CO.

APPROVED BY

11 JUN 2025

G RAHUL
PROJECT MANAGER
AMTZ.M.S.702.PVT.LTD

ANUTZ M.S. 801 PVLL[illegible]

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 11/06/28

Particulars	Rs.	Ps.
Paid to Rosen & Co.	750	00
towards Purchasing of Rubber Sheets		
Bhunool- 4354		
Rupees Seven hundred fifty only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	750	00

Sd/-
Prepared by

Approved by

Receiver's Signature [ ]

DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date 11/06/28

Paid to		Rs	Ps
towards		7750	00
Rupees			
Paid by Cash / Cheque	Cheque No. · Dated · Drawn on Bank	7750	00

Prepared by

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, M.S. 801 PVT LTD

No. 4354

Date : 11/06/25

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Self Inking Stamps for Dr. Rahul	780	00
	TOTAL	780	00

APPROVED BY
11 JUN 2025
RAHUL
PROJECT MANAGER
AMTZ M.S.801 PVT.LTD

CHECKED
SECURITY/SUP.
Dt: 11/6/25
By:

As per Specimen Attached

For RAJA & CO.

APPROVED BY

11 JUN 2025

G RAHUL
PROJECT MANAGER
AMTZ.M.S.801.PVT.LTD

MHPL

DEBIT VOUCHER

Voucher No. ______

A/c. ______ Date : 09/06/25

Paid to f/c A. Airports (manned)	Rs.	Ps.
towards Parking charge on 02/06/25	100	00
TS10FE 7957		
Rupees One Hundred Rupees Only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	100	00

Prepared by — Approved by — Receiver's Signature

APPROVED BY
09 JUN 2025
G. JAI KUMAR
AGM-HR & Admin

Paid

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date ____________

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

Prepared by

APPROVED
G. M. KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

Tax Invoice

GMR Airports Limited

(FKA: GMR Airports Infra Ltd.)

GSTIN No : 36AABCG8889P5ZG

SAC Code: 996743

Ph:66604210

PARKING RECEIPT

CP No	:09	Cashier	:249
Re eipt	:2909	Vehicle No	:TS10FE7953
CP No	:09	Cashier	:249
Re eipt	:2909	Vehicle No	:TS10FE7953
Ve Class	:ECON	Entry D/T	:02-06-25 19:4
CP D/T	:02-06-25 19:59		
Gr ss Total	:100	Period	:0D 0H 16M 13S
Te d. Cash	:100	Change Cash	:0

X01440206251959402909103.E01080206251942472909

*Tax is not payable under reverse charge mechanism

*Parking at owner's risk