Weekly - Petty cash /expense card statement.

Name	D. Sure Spencer	Statement date	19/06/25
Prepared by	D. Sure Spencer	Sign	Sp
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPPL	MPPL	VJ Post Card 924687XXXX7	654	☑Y ☐N	☐Y ☑N
2.					☐Y ☐N	☐Y ☐N
3.	AMS	AMS	LAW PUBLICO EXTENSION	2498	☑Y ☐N	☐Y ☑N
4.	AMS	AMS	Rosa & Co. Bill No. 5332	700	☑Y ☐N	☐Y ☑N
5.					☐Y ☐N	☐Y ☐N 3198
6.					☐Y ☐N	☐Y ☐N
7.	SOHAM	MODI	SOUTHERN POWER DISTRIBUTION Soham Modi	9075	☑Y ☐N	☑Y ☐N
8.	SOHAM	MODI	Water Bill Payment	1230	☑Y ☐N	☑Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.					☐Y ☐N	☐Y ☐N
			Total:	14154/-		

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:				
Date:				

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

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

MPRL

Voucher No. _____

A/c. _____ Date : 18/06/25

	Rs.	Ps.
Paid to VI Postpaid		
towards Bill Payment of V.I. Postpaid	654	00
9246877777		
Rupees Six Hundred fifty four only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	654	00

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. _____ Date : _____

A/c. _____

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

Receiver's Signature

पे Bill Payment Successful
11:30 AM on 18 Jun 2025

Mobile bill paid

Vi Postpaid ₹653.18
9246876667

Bill Details

Bill Date : 11-Jun-2025

Payment details

Bill Amount	₹650.18
Platform fee(Inclusive of GST)	+ ₹3
Total Amount	**₹653.18**

Transaction ID
NB25061811303383680991752

Bharat Connect Transaction ID
PP015169BB0CL0VZ7597

Debited from
XXXXXX5850 ₹653.18
UTR: 521638942306

Powered by
UPI YES BANK

DEBIT VOUCHER

AMS
45

Voucher No. _____

A/c. _____ Date : 14/06/25

	Rs.	Ps.
Paid to LAW PUBLICO EXTENSION		
towards Purchasing of DIAR book for	2495	00
Nirekshan Madam		
Rupees Two thousand four hundred		
ninety five only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	2495	00

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

Prepared by — Approved by — Receiver's Signature

Prepared by

Checked by

Receiver's Signature

ADM-HR & Admin
C. JAI KUMAR
Approved by

18 JUN 2025

APPROVED BY

Paid by Cash / Cheque

Cheque No.	Dated	Drawn on Bank	

Rupees

Towards

Paid to

Rs.	P.

No. Date

Voucher No.

DEBIT VOUCHER

[Composition Taxable Person, not eligible to collect Tax on Supplies]

LAW PUBLICO EXTENSION

16, 17, Jade Arcade, Opp. Paradise Circle,
126, M.G. Road, Seunderabad - 500003.
Email: lawpublico@rediffmail.com

✆: 9392075757
9848051757

BILL OF SUPPLY No. : 111

Date of Issue: 11/6/25

State : Telangana | State Code 36

DETAILS OF RECEIVER (BILLED TO)

Name :

Address :

GSTIN

QTY.	DESCRIPTION OF PRODUCT	VALUE OF SUPPLY
	DTMR	2495-00

1952
egulation,
9

BLASTER'S REPORT BOOK

No.

Mine

or Inclines Seam

Shifts

	Explosive		Detonators	Det. Fuse	ANFO (Kg.)
	Kind	Qty.			
xplosive Taken					
xplosive Used					
xplosive returned					

hots were fired

arged & fired

AMS

DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 19/06/25

	Rs.	Ps.
Paid to Rosser & Co		
towards Purchasing of Rosser Sheets	700	00
Dt 11-06-1 - 5332		
Rupees Seven Hundred Rupees Only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	700	00

Prepared by Shiv

Approved by

Receiver's Signature

Prepared by | Approved by | Receiver's signature

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

Voucher No. _____ Date : _____

DEBIT VOUCHER

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. AMS

No. 5332

Date : 19/06/25

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Rubber Stamp 2 nos 38047 3RD	700	00
	TOTAL	700	00

CHECKED
SECURITY/SUP.
By: Dt. 19/6/25

As per Specimen Attached

For RAJA & CO.

Original Copy	
GFC	☐ YES ☐ No
Plan ID.	
Issued By:	
Date:	
Sign:	

Original Copy	
GFC	☐ YES ☐ No
Plan ID.	
Issued By:	
Date:	
Sign:	

DEBIT VOUCHER SOHAM MODI

Voucher No. _____

A/c. _____ Date : 18/06/21

Paid to SOUTHERN POWER DISTRIBUTION COMPANY	Rs.	Ps.
towards Power Bill Payment of Soham Modi	9075	00
Service 100415208		
Rupees Nine thousand Seventy five only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	9075	00

Prepared by

Approved by

Receiver's Signature

Prepared by | Approved by | Receiver's Signature

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

No. _____ Date _____

Voucher No. _____

DEBIT VOUCHER

SOUTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED

Transaction Acknowledgement

Thank you.

Your payment request has been successfully recorded. Please quote your transaction reference number for any queries relating to this request.

Please check TGSPDCL website and confirm payment updation

Transaction Reference Number :	YIC42586533842
Transaction Date and Time :	18-06-2025 11:02:53
Service Number :	100415208
Name :	SRI SOHAM MODI
ERO :	11
Bill Date :	05/06/2025
Due Date :	19/06/2025
Amount :	9075.00
Print	Make Another Payment

Powered by:

Soham Modi

DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 18/06/21

Paid to Hyderabad water	Rs.	Ps.
towards water Bill Payment of Soham	1230	00
Modi		
Rupees one thousand Two Hundred		
Thirty only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	1230	00

Prepared by

Approved by

Receiver's Signature

Prepared by Approved by Receiver's Signature

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

No. Date :

Voucher No

DEBIT VOUCHER

Hyderabad Water (HMWSSB)

₹1,230

Completed

18 Jun 2025, 11:07 am

Bill date Jun 1, 2025	**Due date** Jun 15, 2025
Bill number X00000343	**Bill period** NA
Account holder KESHAVPAL REDDY G	**CAN Number** 06113110

₹1,230.00 paid
18 June 2025 at 11:07 am

Payment started
18 June 2025 at 11:07 am

Pay intermediary

Bill payment processed

From
9[illegible]94@[illegible]

UPI transaction ID
[illegible]247262

Google transaction ID
CICAgKiyNLYXQ

Intermediary ID
HDAIPOF34C0071579428

Approval reference no.
A[illegible]456

Bharat Connect transaction ID
BD0[illegible]9BA-AAAPZ1E87

Having issues?

Payments may take up to 3 working days to reflect in your Hyderabad Metropolitan Water Supply And Sewerage Board (HMWSSB) account

G Pay