Weekly - Petty cash /expense card statement.

Name	D. Shiva Shankar	Statement date	27/06/25
Prepared by	D. Shiva Shankar	Sign	Sh
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	VISTA VIVE LLP					
2.			VARUN MOTORS PVT LTD	1000	☐Y ☐N	☐Y ☐N
3.					☐Y ☐N	☐Y ☐N
4.					☐Y ☐N	☐Y ☐N
5.					☐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.					☐Y ☐N	☐Y ☐N
			Total:	1000		

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:				

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

Visra [illegible] LLP

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 23/06/25

	Rs.	Ps.
Paid to VARUN MOTORS PVT LTD		
towards minor repairing works of Glass	1000	00
TS10FG3490 [illegible] 42/B1/2500040		
Rupees One thousand rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	1000	00

Prepared by [signature] Approved by [signature] Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date ____________

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

Prepared by

Approved by

Receiver's Signature

VARUN Since 1950

VARUN MOTORS PVT. LTD.

MARUTI AUTHORISED DEALERS

BALANAGAR ✆: 9985745222 | BEGUMPET ✆: 9703806333 | MALAKPET ✆: 9885093360 | TOLICHOWKI ✆: 8886114856 | HAYATHNAGAR ✆: 9985552453 | NANAKRAMGUDA ✆: 9885573352 | ECIL ✆: 7799600094 | JUBILEE HILLS ✆: 8886322776 | BHEL ✆: 9885209555 | BEGUMPET MQSW ✆: 9985552449 | MOTINAGAR ✆: 9885579623 | KOMPALLY ✆: 73965 63338

Caring for Customers

ORIGINAL FOR RECIPIENT/DUPLICATE FOR TRANSPORTER/TRIPLICATE FOR SUPPLIER

WE ARE OPEN ON SUNDAY'S

Job Card Retail - Tax Invoice

IRN : 3f590c793a220d9128474516029785f9966b944737d831bcc5e7e7bbdf2c2258

Customer Name & Address : ID : 03-20
ROYAL SUNDARAM GENERAL INSURANCE CO. LIMITED
Jewel Pawani Towers,5th Floor, 6-3-1109/1 A-Block,, Raj Bhavan Road,Somajiguda
HYDERABAD
Pin:500082
State & Code : 36-TELANGANA
Mobile :
Loyalty Card : NA
Cust GSTIN/UIN : 36AABCR7106G1ZK
Ins.Comp. : RSA
Fuel Trim :
PAN : AABCR7106G

Invoice No. : **42/BI/25000401**
Date : 16/06/2025 19:18:49
Job Card No. : **JC25004563**
Reg.No. : **TS10FG3490**
SA Name : PARELLA ANIL KUMAR
Model : **MARUTI ALTO K10 VXI 1L**
Chassis No. : 219004
Service type: BODY REPAIR
Place of Supply: TELANGANA
Surveyor Name :

Job Card Date: 09/06/2025
Mileage : 16142
SA(M) : 9063612470
EW Type : III
Last Service : 10357 (11-07-24)
Next Service Due : PMS 20

Srl.	Part Number	Description	Batch	HSN/SAC	Tax	Qty.	Rate	Taxable Amount	Tax Paid Amount	Labour Charges
Parts										
Demanded Repairs-Others/Suggested Jobs										
1	84051M53T01	GLASS SET	AD	70072190	18%	1.000	3207.62	3207.62	0.00	
2	99000M24120-460	DG SEALANT SET WITHOUT PRIMER	AH	35069999	18%	1.000	669.49	669.49	0.00	
Labour										
Demanded Repairs-Others/Suggested Jobs										
1	ZA67L0	GLASS ETCHING		998729						1,000.00

Sub Total Amount	:	3,877.11	0.00	1,000.00
CGST @ 9%	:	348.94		90.00
SGST @ 9%	:	348.94		90.00
Sub Total Amount	:	4,574.99	0.00	1,180.00
Net Bill Amount (Rounded)	:			**5,755.00**

Rupees Five Thousand Seven Hundred And Fifty Five Only

** This is a system generated soft copy of invoice for insurance company records.

RECEIVED CASH/CHEQUE/CARD

For VARUN MOTORS PVT LTD

CASHIER

Authorised Signatory

VARUN MOTORS PVT LTD. ECIL SHOWROOM

Dealer GSTIN : 36AABCV2470Q1ZT

I acknowledge that the jobs/repairs/service carried out in my vehicle and the respective cost estimates were explained to me. I have received my vehicle after completion of all repairs being carried out to my satisfaction and I confirm that my vehicle is in good condition. I further authorize this workshop to contact me by call or sms to inform me with any other information in relation to my vehicle.

Customer Signature

Mobile No.: