

Weekly - Petty cash / expense card statement

Name		D. Shree Kumar		Statement date		22/06/22	
Prepared by		D. Shree Kumar		Sign		SRS	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	WATER WIFE LRP		VALUW NOTES PM LRP	1000	☒ DN	☒ DN	
2.					☐ DN	☐ DN	
3.					☐ DN	☐ DN	
4.					☐ DN	☐ DN	
5.					☐ DN	☐ DN	
6.					☐ DN	☐ DN	
7.					☐ DN	☐ DN	
8.					☐ DN	☐ DN	
9.					☐ DN	☐ DN	
10.					☐ DN	☐ DN	
11.					☐ DN	☐ DN	
Amount to be				☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c, ☐ Other:	Total:	1000	
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 receipt of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received without further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval is required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

W'son water LIP

Date: 23/06/28

Date: 23/06/28

Prepared by *Shweta*

Receiver's Signature



Prepared by

[Signature]

Approved by

[Signature]

Receiver's Signature

[Signature]

Paid by <u>Cash</u>	☒	Check No.	Dated	Drawn on Bank	Rs. 1000/-
Payees <u>Mr. [Name]</u>					
<u>12/10/2020</u>					
<u>Amount</u>					
<u>Rs. 1000/-</u>					
Paid to <u>Mr. [Name]</u>					Rs.
Date <u>2/10/2020</u>					Paid by

A/c

Voucher No.

DEBIT VOUCHER

1/2020



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 MOSW
☎: 9985552449

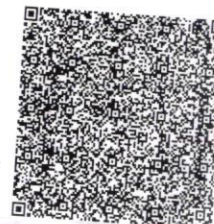
MOTINAGAR
☎: 9885579623

KOMPALLY
☎: 73965 63338

ORIGINAL FOR RECIPIENT/DUPLICATE FOR TRANSPORTER/TRIPPLICATE 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								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

Authorised Signatory

Dealer GSTIN : 36AABCR7106G1ZK

VARUN MOTORS PVT LTD
ECIL SHOWROOM

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.:

