

Weekly - Petty cash /expense card statement

Name	D. Shree Shewar			Statement date	28/06/25		
Prepared by	D. Shree Shewar			Sign	[Signature]		
From period				To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	M.H. SVC		SRS Raja Rajeshwari (212)	760	☒	☒
2.	M.H. SVC		loker TYPE PENCILS 9759	230	☒	☒
3.	M.H. SVC		RAPIDO Charger VANGU	121	☒	☒
4.	M.H. SVC		RAPIDO Charge VANGU 9759	190	☒	☒
5.	M.H. SVC		M.H. KEY. CENTRE 9759	250	☒	☒
6.	M.H. SVC		RAPIDO Charge 9759 VANGU	326	☒	☒
7.	M.H. SVC		RAPIDO Charge 9759 VANGU	290	☒	☒
8.	M.H. SVC		food Allowance M. Shewar	120	☒	☒
9.	M.H. SVC		P. Moveries AUTO charger	250	☒	☒
10.	M.H. SVC		P. Moveries AUTO charger	250	☒	☒
11.						
Amount to be credited by				Total:	2793	
Approved by:				☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c, ☐ Other:		
Sign:		Div. Manager	Accountant	Accounts Manager		MD
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 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

Voucher No. 243

A/c. _____

Date: 18/06/25

Paid to Rs. <u>760/-</u> Ps. <u>5</u>	Paid to Sd. P. K. Rastogi, Automobile	towards T. P. Rastogi, oil, T. P. Rastogi	02/06/25 T. P. Rastogi (Bill No. 213)	Rupees SEVEN HUNDRED & SIXTY ONLY	Cheque Paid by	Cash
				Cheque No.	Dated	Drawn on Bank
				0014		

Prepared by P. K. Rastogi

APPROVED BY
 18 JUN 2025
 G. JAI KUMAR
 AGM-HR & Admin
 Approved by

Receiver's Signature

[Signature]

2001-

5.11

4/23

DEBIL AORTHEM



Cell : 9394560089

SRI RAJA RAJESWARI AUTOMOBILES

Eicher, Swaraj Mazda, DCM, Tata Ace, Indica Spare Parts
3-4-98, Noma Complex, Beside Noma Function Hall,
Mallapur, Hyderabad - 500 076.

No. 213

Date 09/06/25

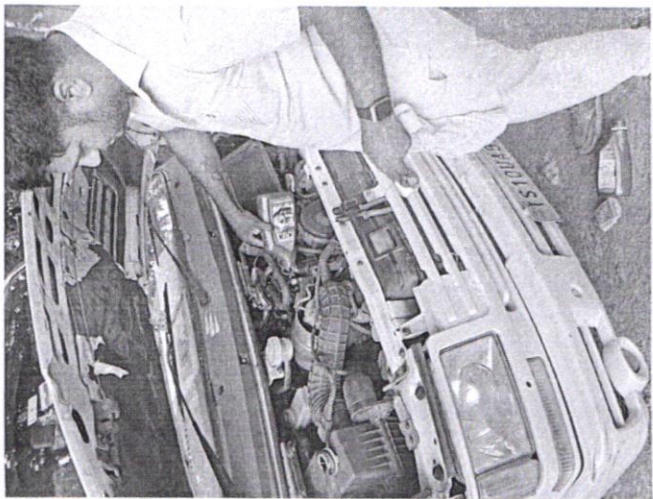
M/S. Mocl. Housing Pvt Ltd

Sl. No.	PARTICULARS	QTY.	RATE	Amount Rs.	Ps.
01	Eicher			760	00
				TOTAL	
				760	00

APPROVED BY
18 JUN 2025
AGM-HR & ADMIN
G. JAI KUMAR

Goods once sold will not be taken back.

Signature



DEBIT VOUCHER

Voucher No. _____

A/c. _____

Date: 18/06/25

Prepared by R. V. R. S. W.

Approved by

G. JAI KUMAR
AGM-HR & Admin

APPROVED BY
18 JUN 2025

Receiver's Signature



Rs. 230/-	Paid to	Lotus Team, Shop.
	towards	TATA. WORKER IS 1009759
		TEAM PUNJABIAN AND THE WORK
		TO WORK SITE. WORKER DUTY.
		Ruppes
		Two. Hundred Twenty Ruppes, only.
	Cheque No.	
	Dated	
	Drawn on Bank	
	Paid by	Cheque / Cash

230/-

6. 7. 1927

Paid to	Cheque	Cheque no.	Dated	Amount in bank	535/-
					}
to					
to					535/-
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to					
					535/-
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					}
to					

Date: 18/09/22

DEBIZ KORCHEN



Neo7 Pro

Secunderabad, Telangana Jun 13, 2025, 18:48

DEBIT VOUCHER

Voucher No. _____

A/c. _____

Date : 18/06/25

Paid to		Rs. 561-		Rs.		Ps.			
towards		GIVEN TO SHARAD TO SELLER							
		CENTERS BEGUN/PT. 001 to 06/25							
		PT. 001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025, 026, 027, 028, 029, 030, 031, 032, 033, 034, 035, 036, 037, 038, 039, 040, 041, 042, 043, 044, 045, 046, 047, 048, 049, 050, 051, 052, 053, 054, 055, 056, 057, 058, 059, 060, 061, 062, 063, 064, 065, 066, 067, 068, 069, 070, 071, 072, 073, 074, 075, 076, 077, 078, 079, 080, 081, 082, 083, 084, 085, 086, 087, 088, 089, 090, 091, 092, 093, 094, 095, 096, 097, 098, 099, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 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600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000							
Rupees		651-							
ONE HUNDRED AND FIFTY ONE RUPEES ONLY									
Cheque No.		18/11/2025							
Dated									
Drawn on Bank									
Paid by		Cheque		Cash					
Prepared by		P. Anand							
Approved by		G. JAI KUMAR AGM/HR & Admin							
Receiver's Signature		P. M.							

64-27

24

734

201-

D9/6

1870

DEBIT LOSSCHEN

11:59

100% 3.31% 76%

← Details

Tickets

Bike Ride



10 Jun 2025 • 04:21 PM

₹56 • Completed

① RIDE DETAILS



1-10-72/4/2, Begumpet Rd



Old Patigadda, Chikoti Gardens, Begumpet, Hy...



Soham Mansion, 5-4-187

Mahatma Gandhi Rd, Karbala Maidan, Rani Gu...

Duration

11.8 mins

Distance

4.6 kms

Ride ID

RD17466151189682000

📄 INVOICE

Total fare

₹56.0 ✓

Ride Charge

₹ 56.26

Booking Fees & Convenience
Charges

₹2.95

✉ Send via Email



11:59

2:11 PM 76%
LTE

← Details

 Tickets

 **Bike Ride**
10 Jun 2025 • 05:45 PM
₹65 • Completed

① RIDE DETAILS

● 1-10-72/4/2, Begumpet Rd
Old Patigadda, Chikoti Gardens, Begumpet, Hy..
● **Soham Mansion, 5-4-187**
Mahatma Gandhi Rd, Karbala Maidan, Rani Gu...

Duration 11.8 mins
Distance 4.3 kms
Ride ID RD17466151189682000

INVOICE

Total fare

Ride Charge	₹65.0 ^
Booking Fees & Convenience Charges	₹65.22
	₹2.95

 Send via Email

>

DEBIT VOUCHER

Voucher No.

A/C.

Date _____

26/50/98

Paid to

Part "Auto" Charges

towards

As. PEA Bekkman sie bestaus

Pickup.

S/TE. Packaged. AT H/O. 25/06/25

Rupees

one, HUNDRED, ~~THIRTY~~, PROFESS, ONLY

Paid by		Cash
	Cheque	

Cheque No.

26 JUN 2025

Dated

Drawn on Bank

1981-

1901-

Prepared by
P. Wang

~~Approved by~~

Receiver's Signature

1. *Hydrolysis*

DEVIL LOUSHER

 Details Tickets

Auto Ride



25 Jun 2025 • 02:13 PM

₹190 • Completed



You rated Mudavat Ravi

 RIDE DETAILS

Soham Mansion, 5-4-187

Mahatma Gandhi Rd, Karbala Maidan, Rani Gu...



3-13-142-223

Chanikyapuri Colony, Gokul Nagar, Chandrapur...

Duration

32.2 mins

Distance

14.9 kms

Ride ID

RD17508409803411301

 RIDE SUMMARY

Total fare

₹190.0 ^

Total Fare

₹190.0



DEBIT VOUCHER

Voucher No. 018

A/C.

D. Vamsi

Date _____

५६/५७/७८

[illegible]

P. Vamsi
Prepared by

Approved by

Receiver's Signature



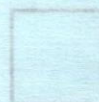
Received by

6/11/02

Approved by

Receiver's Signature

5/11



Paid by	Cash	Date	Drawn on Bank	520/-
	Cheque			
Cheque No.		520/02		
Amount		520/02		
To the order of		W.K. KEL SERVICE		
For		W.K. KEL SERVICE		
Paid to		W.K. KEL SERVICE		

No.

Voucher No.

018

Date

5/11/02

DEBIT VOUCHER

Y CENTRE

ys Sales & Repairing

ospital, Nacharam, Hyderabad-76.

Prop. : Mohd. Khaleel



M.K.K. K

All types of

4-3-57/1, Opp. Lane ESI

Date: 24/06/25

22 PVT. LTD.

No.

118

M/s.

Mohd. Khaleel

S.No.

PARTICULARS

Qty. Rate AMOUNT

1 250 250

TATA WING

TS100A97

TOTAL

250

Signature

26/01/1997

DTT 11/19/25

5536

124

— 100 d(1A)3

076 JATOT

Prop. : Mohd. Khaleel

CASH BILL

Cell : 939827

M.K. KEY CENTRE

All types of Keys Sales & Repairing

4-3-57/1, Opp. Lane ESI Hospital, Nacharam, Hyderabad-76.

Date: 24/06/25

158

No.

M/S. modk. Housing PVT. LTD

M/S.

PARTICULARS

Qty.

Rate

AMOUNT

S.No.

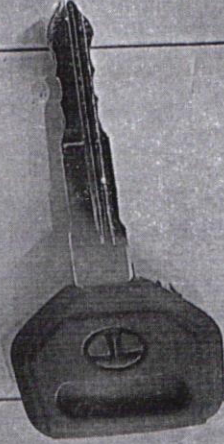
TATA WINGER

1

250

250

TS10 UFA9259



TOTAL

250

Signature

DEBIT VOUCHER

MATHEW

Voucher No. _____

A/c. _____

Date : 26/6/25

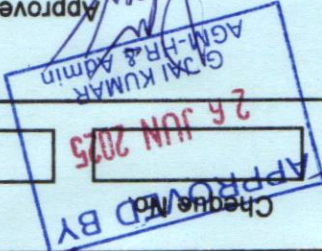
(P. Vamsi)

Paid to Mr. D. Chakras towards Mr. D. Chakras (Kestaram) Mr. D. Chakras (Kestaram) Mr. D. Chakras (Kestaram) Mr. D. Chakras (Kestaram) Mr. D. Chakras (Kestaram)	Paid by Cash	Cheque No. _____ Dated _____ Drawn on Bank _____	326/-
	326/-		
	326/-		
	326/-		
	326/-		

Prepared by P. Vamsi

Approved by

Receiver's Signature



1:13 m M

Ver 1 3.52
LTE2 KB/s



64%

← Details



Auto Ride
24 Jun 2025 • 10:57 AM
₹326 • Completed



📄 RIDE DETAILS

● Soham Mansion, 5-4-187
Mahatma Gandhi Rd, Karbala Maidan, Rani Gu...
→
● 2/32, Indira Nagar
Auto Nagar, Hyderabad, Telangana 500115, India

Duration 52.3 mins
Distance 20.5 kms
Ride ID RD17509192423103115

📞 SUPPORT

DEBIT VOUCHER

M17822

Voucher No. _____
 A/c. _____
 Date: 26/06/25 (P. Vamsi)

Paid to	Roda, Auto, charges	
towards	WIPAC TSLUB 92591 given TATA	
	SERVICE CENTER AT AUTO NAGAM	
	[Vasantharam] Branch. To, gma, site	
Rupees	Two Hundred Twenty Six Only. Shown	
Paid by	Cheque	
	Cash	
	APPROVED 24 JUN 2025 SAI KUMAR AGM HR & Admin	
	Dated	
	Drawn on Bank	
Rs.	296/-	
Ps.	296/-	

Receiver's Signature

Approved by

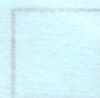
Prepared by



Prepared by
J. A. H. H. H.

Approved by

Receiver's Signature



Paid by	Cash					JPH	JPH
	Cheque						
Cheque No.		Date		Drawn on Bank			
To the order of							
Payable to the order of							
Amount							
Paid to							

No.

Voucher No.

DEBIT VOUCHER

5/11/82

1:49 - १० m Z

VoLTE 9.36 KB/s 58%

← Details

Tickets

Auto Ride



21 Jun 2025 • 01:48 PM

₹ 296 • Completed

① RIDE DETAILS

10-830

Vijay Sree Colony, Auto Nagar, Hyderabad, Tela...



Gulmohar Residency Block-A

Krishna Nagar, Moula Ali, Secunderabad, Telan...

Duration

37.9 mins

Distance

17.8 kms

Ride ID

RD17509259363036168

SUPPORT

DEBIT VOUCHER

MH8vc

Voucher No. _____

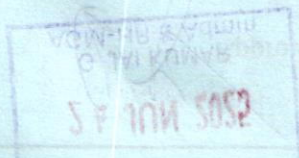
A/c. _____
Date: 24/06/2025

Paid to	M. Shikhar				
towards	Refreshment charges I went to				
Rupees	M.O. Sir duty as ordered: 22/06/25				
	on Sunday - X				
	One hundred and Twenty Rupees only				
	X				
Cheque No.	Dated				
Paid by	Drawn on Bank				
Cheque					
Cash					
APPROVED BY					
24 JUN 2025					
G. JAI KUMAR Approved by AGM-HR & Admin					
Rs.	120 -				
P.S.					

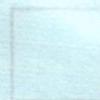
Receiver's Signature

Prepared by

Prepared by



Received & Signature



Paid by	Cash Cheque	APPROVED BY	Date	Drawn on bank	150	to
1500000						
1500000						
1500000					150	to
1500000					150	to

150

Voucher No.

Date

5/10/5052

DEBIT VOUCHER

54 JUN 5052

DEBIT VOUCHER

MH802

Voucher No. _____

A/c. _____

Date : 27/6/25

Prepared by

Approved by

Receiver's Signature

P.M.

Paid to		P. Nandan	
towards		Translocation charges for Jethu	
Rupees		Netral Reflux wort buffer from AMS site	
		to Nargabaley wort slag. As on date 24/6/25	
		Two hundred and fifty Rupees only	
Cheque No.			
Dated			
Drawn on Bank			
Paid by		Cheque / Cash	
250 -		250 -	
Rs.	Ps.		

Issued by

[Signature]

Received by

Receiver's signature

[Signature]

Paid by	Cash		Cheque No.	Date	Drawn on Bank	Rs	Paise				
						520	00				
Received from Mr. [Name] for [Amount] Rs. [Amount] Paise [Amount] for [Purpose] [Amount] Rs. [Amount] Paise [Amount] for [Purpose] [Amount] Rs. [Amount] Paise [Amount] for [Purpose] [Amount] Rs. [Amount] Paise [Amount]						/					
Total						520	00				

VIC

Voucher No.

Date: 24/1/72

DEBIT VOUCHER

202/1/72

W1 + 8v2

P. No.

Prepared by

Approved by

Receiver's signature

[Signature]

Paid by	Cash				520	Rs
	Credit	Credit No.	Dated	Drawn on Bank		
Received from <i>[illegible]</i> for <i>[illegible]</i>					<i>[Signature]</i>	Rs
Rs <i>[illegible]</i> dated <i>10/02/02</i>						
for <i>[illegible]</i>						
towards <i>[illegible]</i>						
Paid to	<i>[illegible]</i>				Rs	Rs

MC

Voucher No.

Date: *24/02/02*

DEBIT VOUCHER

W/H 34C