Weekly - Petty cash /expense card statement

Name	D. Shiva Shankar	Statement date	28/06/25
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.	M H SVC	—	SRJ Rajan Rajeswari (213) 9789 Vamsi	760	☑Y ☐N	☐Y ☑N
2.	M H SVC	—	Local TYRE Puncture shop 9789	230	☐Y ☑N	☐Y ☑N
3.	M H SVC	—	RAPIDO Charges VAMSHI	121	☑Y ☐N	☐Y ☑N
4.	M H SVC	—	RAPIDO Charge Vamsi 7276	190	☑Y ☐N	☐Y ☑N
5.	M H SVC	—	M.K. KEY. CENTRE 9789 Vamsi	250	☑Y ☐N	☐Y ☑N
6.	M H SVC	—	RAPIDO Charges 9789 Vamsi	326	☑Y ☐N	☐Y ☑N
7.	M H SVC	—	RAPIDO Charges 9789 Vamsi	296	☑Y ☐N	☐Y ☑N
8.	M H SVC	—	Food Allowance M. Shankar	120	☐Y ☑N	☐Y ☑N
9.	M H SVC	—	P. Narender AUTO charges	250	☐Y ☑N	☐Y ☑N
10.	M H SVC	—	P. Narender AUTO charges	280	☐Y ☑N	☐Y ☑N
11.						
			Total:	2793/-		

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 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. ~~211~~ 213

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

(P. VAMSHI)

Paid to	SRI. RAJA RAJESWARI. AUTOMOBILE	Rs.	Ps.
towards	TATA. WINGER. OIL. TOP.UP. 02/06/25 TS10UA9759 (Bill No: 213)	760/-	
Rupees	SEVEN. HOUNDREN. SIXTEY. RUPPES. ONLY		
Paid by Cheque / Cash	Cheque No.	Dated	Drawn on Bank
		760/-	

P. VAMSHI

Prepared by

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

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. 213

A/c. ______

Date : 18/06/25

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

Prepared by [illegible]

Approved by

APPROVED BY
18 JUN 2025
G. JAIKUMAR
AGM-HR & Admin

Receiver's Signature

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.

Date 09/06/25

No. 213

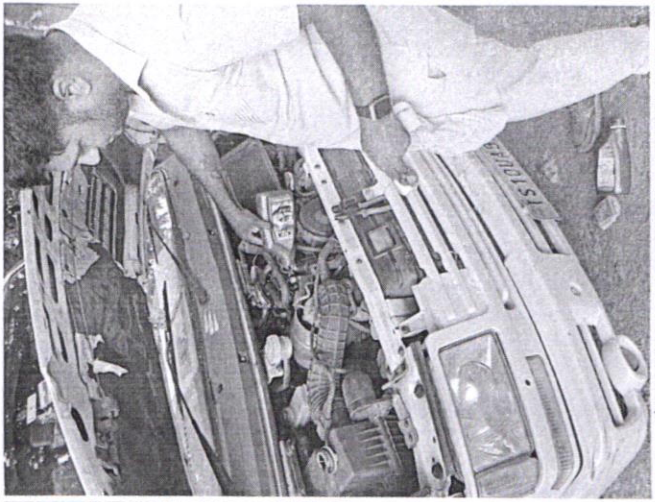
M/s. Modi Housing pvt ltd

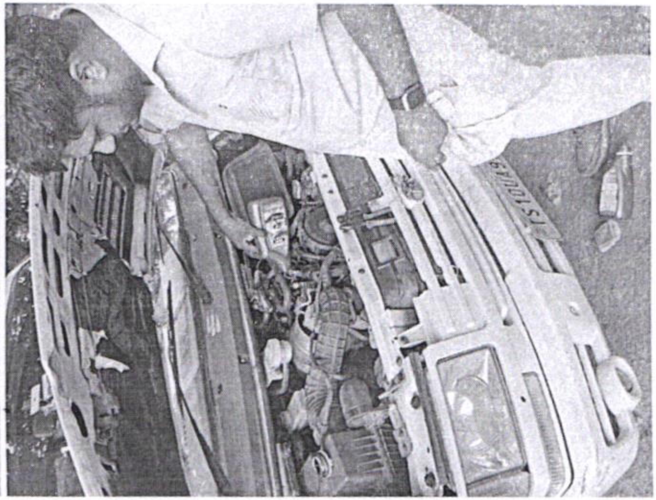
Sl. No.	PARTICULARS	QTY.	RATE	Amount Rs.	Ps.
01	Evaporator			760	00
			TOTAL	760	00

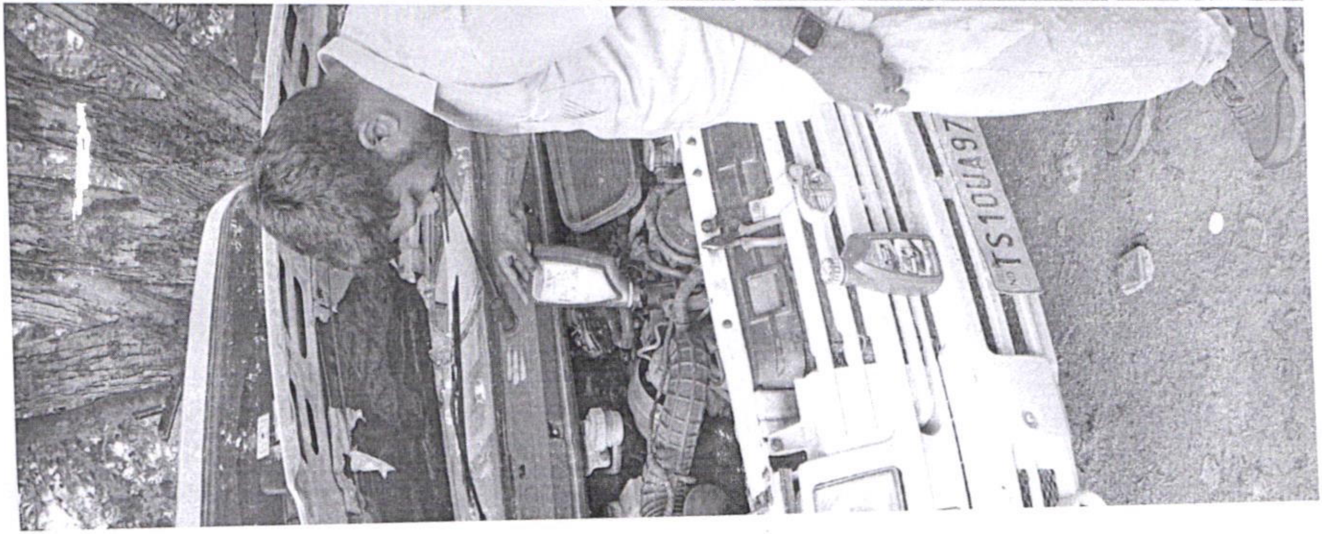
APPROVED BY
18 JUN 2025
G. JAI KUMAR
AGM-HR & Admin

Goods once sold will not be taken back.

Signature







TS10UA97

DEBIT VOUCHER

Voucher No. ____________

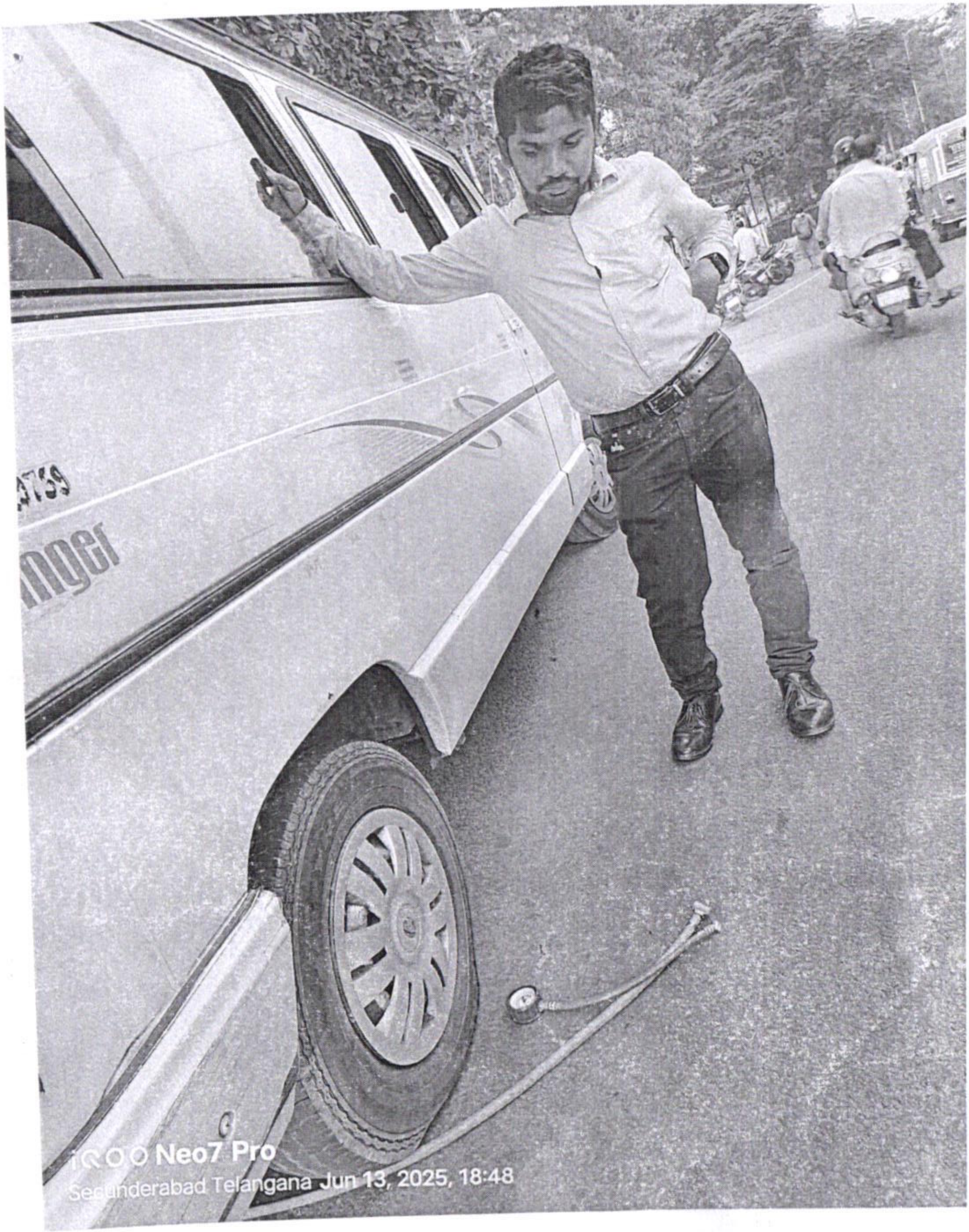
A/c. ____________ Date : 18/06/25

	Rs.	Ps.
Paid to LOLAH TYER SHOPE		
towards TATA. WINGER TS 10 UA 9759 TYER PUNCHER ON THE WAY TO YARD SITE WINGER DUTY.	230/-	
Rupees TWO HUNDRED THIRTY RUPEES ONLY.		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	230/-	

P. VAMSHI
Prepared by

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

P. M
Receiver's Signature


iQOO Neo7 Pro
Secunderabad Telangana Jun 13, 2025, 18:48

DEBIT VOUCHER

Voucher No. ________

Date : 18/06/25

A/c. ________

	Rs.	Ps.
Paid to Rapido. Charges.		
towards given ~~for~~ 7171 car. To Service	561/-	
Center Begumpet on 10/06/25		
Pickup and droped Rapido charges.	65/-	
Rupees		
One ~~Thousand~~ Two hundred one rupees only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	121/-	

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

P. Hamsa
Prepared by

Approved by

P. H
Receiver's Signature

DEBIT VOUCHER

Voucher No. ______

Date : 18/06/25

A/c. ______

	Rs.	Ps.
Paid to [illegible]		
towards [illegible]	56/-	
[illegible]		
[illegible]	65/-	
Rupees ONE Hundred Twenty [illegible] Rupees, only		
Paid by Cash / Cheque — Cheque No. ______ Dated ______ Drawn on Bank ______	121/-	

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

Prepared by P.H.[illegible] | Approved by | Receiver's Signature P.[illegible]

11:59 76%

← Details

Tickets

Bike Ride

10 Jun 2025 • 04:21 PM

₹56 • Completed

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 76%

← Details

Tickets

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

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

Send via Email

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ (P. VAMSHI) Date : 26/05/25

	Rs.	Ps.
Paid to Rapdo "AUTO" "CHARGES"		
towards AS PER JAI KUMAR SIR INSTRUCTIONS PICKUP" AUTO LOAN 2276 FROM UMR SITE. PARKED AT HO. 25/06/25	190/-	
Rupees ONE HUNDRED NINETY RUPEES ONLY		
Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	190/-	

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

P. VAMSHI
Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

Date: 26/06/25

A/c. ____________ (P. Vamsi)

	Rs.	Ps.
Paid to "Auto" Charges"		
towards As per Sai Kumar sir instructions Pickup" Auto Lam 2246 Ernakulam Site - Pochanathu 25/06/25	190/-	
Rupees One Hundred Ninety Rupees Only.		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	190/-	

APPROVED 26 JUN 2025 G. JAI KUMAR AGM-HR & Admin

Prepared by P. Vamsi — Approved by — Receiver's Signature

11:54 Z m 21.86 KB/s 5G 77%

← **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

Date : 26/05/25

A/c. P. VAMSI

	Rs.	Ps.
Paid to M.K. KEY "CENTRE"		
towards WINGE, TS10UA9759	250/-	
DUPLICATE, NEW. KEY. MEKEING. Charges.		
24/05/25		
Rupees TWO HOUNDREN, FIFTY, RUPIES,		
ONLY.		
Paid by Cheque / Cash ✓ Cheque No. ______ Dated ______ Drawn on Bank ______	250/-	

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

P. VAMSI
Prepared by

Approved by

P.H
Receiver's Signature

DEBIT VOUCHER

Voucher No. 018

Date : 26/05/25

A/c. Dinesh

	Rs.	Ps.
Paid to M.K. KEY "CENTRE"		
towards [illegible]		
[illegible] NEW KEY MAKING CHARGES.	250/-	
24/05/25		
Rupees Two Hundred Fifty Rupees		
ONLY		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	250/-	

APPROVED BY
26 JUN 2025
[illegible] KUMAR
AGM-HR & Admin

Prepared by — Approved by — Receiver's Signature

ASH BILL Cell : 9398279196

Prop. : Mohd. Khaleel

M.K. K Y CENTRE

All types of ys Sales & Repairing

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

Date: 24/06/25

No. 018

M/s. Modi Hous ... PVT. LTD

S.No.	PARTICULARS	Qty.	Rate	AMOUNT
	TATA wing	1	250	250
	TS10 UA97			
			TOTAL	250

Signature

Prop. : Mohd. Khaleel

CASH BILL

Cell : 939827[illegible]

M.K. KEY CENTRE

All types of Keys Sales & Repairing

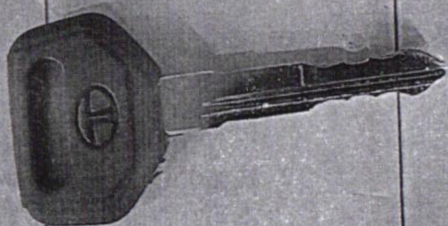
4-3-57/1, Opp. Lane ESI Hospital, Nacharam, Hyderabad-76.

No. [illegible]18

Date 24/06/25

M/s. Malik Housing PVT LTD

S.No.	PARTICULARS	Qty.	Rate	AMOUNT
	TATA WINGER TS10UA9759	1	250	250
			TOTAL	250



Signature

MIA SVC

DEBIT VOUCHER

Voucher No. ____________

A/c. (P. VAMSHI) Date : 26/06/25

	Rs.	Ps.
Paid to RaPdo. Charges"		
towards WENTE TO AUTO, nagar, (VANASTHALIPURAM] PICK UP. WINGER, FROM SERVICE CENTER TO GMR ON. 24/06/25	326/-	
Rupees THREE, HUNDRED, TWENTY, SIX RUPEES, ONLY.		
Paid by Cheque/Cash — Cheque No. — Dated — Drawn on Bank	326/-	

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

P. VAMSHI
Prepared by

Approved by

P. [signature]
Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ (P. Vamsi) Date : 26/06/25

Paid to	Sri Sai Chakradhar"	Rs.	Ps.
towards	Vehicle for Auto rescue (Vanasthalipuram)	326/-	
	[illegible] Service Centre. to V [illegible]		
	on 24/06/25		
Rupees	Three Hundred Twenty Six		
	Rupees only		
Paid by Cash / Cheque	Cheque/DD No. ____ Dated ____ Drawn on Bank ____	326/-	

APPROVED BY
26 JUN 2025
G. ANIL KUMAR
AGM-HR & Admin

Prepared by P. Vamsi

Approved by

Receiver's Signature P.N.

1:13 m M Vo LTE1 LTE2 3.52 KB/s 64%

← **Details** Tickets

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

M17 SVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ (P. VAMSI) Date : 26/06/25

Paid to	RaPdo, AUTO, ChaRges"	Rs.	Ps.
towards	WINGER TS10UA 9759, GIVEN TATA SERVICE CENTER AT AUTO Nagar [Vanasthali puram] Branch TO GMR SITE	296/-	
Rupees	TWO HOUNDRED NINETY SIX ONLY.		
Paid by Cheque / Cash ✓	Cheque No. / Dated / Drawn on Bank	296/-	

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

P. VAMSI?.
Prepared by

Approved by

P. Vamsi
Receiver's Signature

1:49 – m z   Vo LTE 9.36 KB/s 58%

← **Details**   Tickets

Auto Ride
21 Jun 2025 • 01:48 PM
₹296 • Completed

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

MHSVC

DEBIT VOUCHER

Voucher No. ____________

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

	Rs.	Ps.
Paid to M. Shekar		
towards Refreshment charges I went to M.D. Sir duty As on date: 22/06/25 on Sunday - x	120 -	00
Rupees One hundrend and Twenty Rupees only x		
Paid by Cheque / Cash✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	120 -	00

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

Prepared by

Approved by

Receiver's Signature

MHSVC

DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date 24/06/2025

	Rs.	Ps.
Paid to M. Shekar		
towards Refreshment charges 1 work to MD sir duty As on date: 22/06/25 on Sunday	120 —	00
Rupees One hundred and twenty Rupees only		
Paid by ~~Cheque~~ Cash — Cheque No. — Dated — Drawn on Bank	120 —	00

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

Prepared by   Approved by   Receiver's Signature

MHSVC

DEBIT VOUCHER

Voucher No. ______________

Date : 27/6/25

A/c. ______________

Particulars	Rs.	Ps.
Paid to P. narender	250 —	00
towards Transportation charges for Jcctho		
vechtal Repair work purpose from GMR site		
to narapalley work shop. As on date: 24/6/25		
Rupees Two hundrend and fifty Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	250 —	00

Prepared by

Approved by

Receiver's Signature P.NR

[illegible]

DEBIT VOUCHER

Voucher No. ________

A/c. ________ Date: [illegible]

Particulars	Rs.	Ps.
Paid to [illegible]		
towards Transportation charges for [illegible]	250	—
[illegible]		
[illegible]		
Rupees Two hundred and fifty rupees only		
Paid by Cash/Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	250	—

Prepared by

Approved by

Receiver's Signature [illegible]

DEBIT VOUCHER

M14 Svc

Voucher No. ______ Date : 27/06/25

A/c. ______ Auto

	Rs.	Ps.
Paid to P.narender	250 —	00
towards Transportation charges I went to narapalley		
Jeetho work shop for Jeetho Vechkal Repair		
Purpose. As on date: 16/05/25		
Rupees Two hundred and fifty Rupees only		
— x —		
Paid by Cheque/Cash — Cheque No. ______ Dated ______ Drawn on Bank ______	250 —	00

Prepared by

Approved by

Receiver's Signature P.N

DEBIT VOUCHER

Voucher No. ____________

Date: 25/06/05

A/c: ____________

	Rs.	Ps.
Paid to: [illegible]	250	00
towards: Transportation charges [illegible]		
[illegible]		
[illegible]		
Rupees: Two hundred and fifty rupees only		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	250	00

Prepared by

Approved by

Receiver's Signature