Weekly - Petty cash /expense card statement

Name	D. Shiva Shankar	Statement date	28/06/25
Prepared by	D. Shiva Shankar	Sign	[signature]
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPAL	MPAL				
2.	MPBL	MPBM	RAPIDO CRUISER	220	☐Y ☒N	☐Y ☒N
3.			SRI BALAJI DIGITAL PRINTS	580	☒Y ☐N	☐Y ☒N
4.					☐Y ☐N	☐Y ☐N
5.					☐Y ☐N	☐Y ☐N
6.					☐Y ☐N	☐Y ☐N
7.	GAURANGA	MODY SIR	SOUTHERN POWER DISTRIBUTION Comp	6399	☒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:	7169		

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

MPPL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 21/06/25

Particulars	Rs.	Ps.
Paid to SRI BALAJI DIGITAL PRINTS		
towards Name Board of HOUZEX TECHNOLOGIES LLP (MATRIX REAL ESTATES CONSULTANTS LLP)	550	00
Rupees five Hundred fifty only		
Paid by Cheque / Cash ✓ — Cheque No. ______ Dated ______ Drawn on Bank ______	550	00

Prepared by Shiva

Approved by

Receiver's Signature

MPPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 21/08/25

Paid to	SRI [illegible] DIGITAL PRINTS	Rs.	Ps.
towards	[illegible]	550	00
	[illegible]		
Rupees	Five Hundred Fifty Only		
Paid by Cash / Cheque	Cheque No. / Dated / Drawn on Bank	550	00

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

Estimation

SRI BALAJI DIGITAL PRINTS

1-3-/2, Raja Mudaliar Street, Kalasiguda, Secunderabad-500003.
Cell : 98859 87658, 74162 01979 I Email : sribalajiprints83@gmail.com

Date: 21/6/25

Name: MPPL

Sl. No	Description	Qty.	Rate	Amount Rs. Ps.
1	Sun Board	1	550	550-00
			Total	550-00

CHECKED
SECURITY/SUP.
Dt: 21/6/25
By:

For SRI BALAJI DIGITAL PRINTS

Signature

Receiver's Signature

MPBL

DEBIT VOUCHER

Voucher No. ____________

Date : 27/06/25

A/c. ____________

	Rs.	Ps.
Paid to RAPIDO		
towards RAPIDO Charge from HO to	220	00
PNo:280 Document Bag Sent 26/06/25		
Rupees Two Hundred Twenty Only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	220	00

Prepared by Siva

Approved by

Receiver's Signature

MPPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date: 23/08/23

	Rs.	Ps.
Paid to: MPIDC [illegible]		
towards: [illegible] Charge from [illegible] to [illegible]	220	00
Rupees: Two Hundred Twenty Only		
Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	220	00

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

GAURANG MODY SIR

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 24/06/25

	Rs.	Ps.
Paid to SOUTHERN POWER DISTRIBUTION COMPANY		
towards Power Bill Payment of GAURANG MODY SIR	6399	00
Rupees Six thousand Three Hundred Ninety Nine Only		
Paid by Cheque / Cash ✓ — Cheque No. — Dated — Drawn on Bank	6399	00

Prepared by Sris

Approved by

Receiver's Signature

Gandhinagar Road S.R.

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 21/06/25

Particulars	Rs.	Ps.
Paid to Southern Power Distribution Company	6399	00
towards Balance bill payment of Gandhinagar Road S.R.		
Rupees Six Thousand Three Hundred Ninety Nine Only		
Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	6399	00

Prepared by　　Approved by　　Receiver's Signature

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 :	YIC42589336683
Transaction Date and Time :	24-06-2025 17:58:45
Service Number :	100036464
Name :	SRI GURUDEV ASHRAM
ERO :	1
Bill Date :	06/06/2025
Due Date :	20/06/2025
Amount :	6399.00

Print　　Make Another Payment

Powered by:

BillDesk