Weekly - Petty cash /expense card statement.

Name	M. Nagarjuna	Statement date	23/06/25
Prepared by		Sign	[illegible]
From period	7/05/25	To period	7/05/25

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1. 1)	VGS Suryapet	VGS	Landlord Meeting @Suryapet	2650/-	Y N	Y N
2.			Fuel charges		Y N	Y N
3. 2)	"	"	Toll charges	355/-	Y N	Y N
4.					Y N	Y N
5. 3)	"	"	Food expenses (lunch) (3-Nos)		Y N	Y N
6.				450/-	Y N	Y N
7.					Y N	Y N
8.					Y N	Y N
9.					Y N	Y N
10.	Total			3455/-		

Amount to be credited by	Transfer to Happy card, Other:	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	[signature]		[signature]	
Date:				

APPROVED BY
24 JUN 2025
E. PRASAD
MANAGER PROMOTION

Notes: 1. Scanned copy of this statement to be submitted before every Friday. 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

DEBIT VOUCHER			
Company/Firm	VGS Suryapet		
Project	VGS		
Voucher No.			
Account head	Mr. Ramesh		
Paid to Fuel charges	Customer & Landlord Meeting Suryapet 7/5/25		
Towards/description of work	Landlord & Customer meet of VGS project		
Location of work	Suryapet		
Amount in Rs.	2650/-		
Amount in words	Two thousand six hundred & fifty only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Nagayya	APPROVED BY 24 JUN 2025 E. PRASAD MANAGER PROMOTION		

APPROVED BY
04 JUL 2025
G. JAI KUMAR
AGM-HR & Admin

DEBIT VOUCHER

Company/Firm	VGS Suryapet		
Project	VGS		
Voucher No.			
Account head	Mr. Ramesh		
Paid to	Food expenses		
Towards/description of work	Landlord Meeting at Suryapet 7/6/25		
Location of work	Suryapet.		
Amount in Rs.	450/- (3-Nos)		
Amount in words	Four hundred & fifty only.		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Nagarjuna			

APPROVED BY
24 JUN 2025
E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER

Company/Firm	VGS Suryapet		
Project	VGS		
Voucher No.			
Account head	Mr. Ramesh		
Paid to	Toll charges		
Towards/description of work	VGS landlord & customer Meet Suryapet		
Location of work	Suryapet on 7/05/25		
Amount in Rs.	355/-		
Amount in words	Three hundred & fifty five only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Nagarjuna.			

APPROVED BY
24 JUN 2025
E. PRASAD
MANAGER PROMOTION

FASTag Statement

BAJAJ PAY

Name: NAGARJUNA M
Vehicle Number: TS10FB8178
Available Balance: ₹144.5
Security Deposit: ₹200.0
Outstanding Amount: ₹0.00
Vehicle Category: VC04(Car/Jeep/VAN)

Fastag ID: 34161FA8203290180371F400
Tag Status: Active

Sr No.	Date & Time	Remarks	Credit/Debit	Amount (Rs.)
1	07/05/2025 03:57 pm	005124437825/ Ghatkesar	Debit	20.00
2	07/05/2025 03:13 pm	015001004070525151230 /Pantangi	Debit	35.00
3	07/05/2025 01:56 pm	005124083369/ Koralaphad	Debit	60.00
4	07/05/2025 10:01 am	015001014070525083509/Pantangi	Debit	80.00
5	07/05/2025 09:24 am	005123272015/ Koralaphad	Debit	120.00
6	07/05/2025 08:02 am	005123039000/Pedda Amberpet	Debit	40.00

APPROVED BY
24 JUN 2025
E. PRASAD
MANAGER PROMOTION