Weekly - Petty cash /expense card statement

Name	D. Shiva Shankar	Statement date	07/08/28
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	M H SVC	food Allowance November	228	☑Y ☐N	☑Y ☑N
2.	M H SVC	M H SVC	Road TAX Paid TS10UB5649	1068	☑Y ☐N	☐Y ☑N
3.	M H SVC	M H SVC	Transportation charges M. Shankar	98	☐Y ☑N	☐Y ☑N
4.	M H SVC	M H SVC	food Allowance M. Shankar	178	☐Y ☑N	☐Y ☑N
5.	M H SVC	M H SVC	food Allowance M. Shankar	178	☐Y ☑N	☐Y ☑N
6.	M H SVC	M H SVC	SRS Rose Roseswami Auto main 28/08/28	760	☑Y ☐N	☐Y ☑N
7.	M H SVC	M H SVC	SRS Rose Roseswami Auto main 28/06/28	760	☑Y ☐N	☐Y ☑N
8.	M H SVC	M H SVC	food Allowance November	228	☐Y ☑N	☐Y ☑N
9.	M H SVC	M H SVC	SRS Rose Roseswami Auto main	760	☑Y ☐N	☐Y ☑N
10.	M H SVC	M H SVC	RAPIDO Charge Vangur	199	☐Y ☑N	☐Y ☑N
11.						
			Total:	4539		

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

DEBIT VOUCHER

MHSVL

Voucher No. ______________

A/c. ______________ Date : 28/07/28

Paid to food Allowance	Rs.	Ps.
towards food Allowance site visit	275	00
narendar narsagude Duty 25/07/28		
Rupees Two Hundered and Seventy five		
only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	275	00

Prepared by Sris

Approved by

Receiver's Signature P.M

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 22/01/24

Paid to	Food Allowance	Rs.	Ps.
towards	Food Allowance 5th [illegible]	275	00
	[illegible]		
Rupees	Two Hundred Seventy five		
	only		
	Cheque No. Dated Drawn on Bank		
Paid by	Cheque / Cash ✓	275	00

Prepared by

Approved by

Receiver's Signature P.M

DEBIT VOUCHER

MHSVC

Voucher No. ____________

A/c. ____________ Date : 11/07/28

Paid to GOVERNMENT of TELANGANA (Mee seva)	Rs.	Ps.
towards Road TAX Payment of TS10UA5649	1015	00
	50	00
Rupees one thousand Sixty five only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	1065	00

Prepared by   Approved by   Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

Date 11/07/24

A/c ____________

Paid to	Government of Telangana (Pro Serv)	Rs	Ps
towards	Road Tax Payment to TSRTA	1015	00
		50	00
Rupees	One thousand Sixty five only		
Paid by	Cash ✓ / Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	1065	00

Prepared by Sri

Approved by

Receiver's Signature

All of our customers are partners in our "MISSION"

ESD mee seva easier & faster in service

GOVERNMENT OF TELANGANA

mee seva

మీ సేవ

Consumer Number :	TS10UB5649	PayMode :	0365430
Consumer Name:	MODI HOUSING PRIVATE LIMITED		
Transaction Id :	31PRD0001265428	Transaction Date :	11-07-2025 15:41
Arrears :	0.0	Arrears Penalty :	0.0
Tax :	930.0	Penalty :	0.0
Login Id :	TSGOPR0611	Department Service Charges :	50.0
User Charges :	35.0	Total Amount :	1015.00
Service Name:	RTA VEHICLE TAX COLLECTION/ Tax Valid Upto 2025-09-30 00:00:00.0 (QLY)		
Amount in Words:	One Thousand Fifteen Only		

Registration Number under Motor Transport Workers Act: NOT APPLICABLE License Number under Section 4 & 5 and under Rule 13(A) of TSMVT Act & Rules (Token No):TG010/10240/2025

The Transaction Id Should be Kept For Further Correspondence.

Staff code / Shift / Counter

Signature

DEBIT VOUCHER

MHSVC

Voucher No. ____________

A/c. ____________ Date : 29/7/25

Paid to m. Shelar	Rs.	Ps.
towards Transportation charges I went to Ho From GMR site for pick up Teetho Vechkal Ason dated	95 -	10
Rupees Ninety five Rupees only — x —		
— x —		
Paid by ~~Cheque~~ / Cash · Cheque No. [ ] · Dated [ ] · Drawn on Bank [ ]	95 -	10

m. Shelar
Prepared by

Approved by

Receiver's Signature

MHSVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 29/7/15

Particulars	Rs.	Ps.
Paid to M. Shelton		
towards Transportation charges I went to	95 -	00
Ho from [illegible] for [illegible]		
[illegible] dated		
Rupees Ninety five Rupees only		
Paid by Cheque/Cash — Cheque No. — Dated — Drawn on Bank	95 -	00

Prepared by M. Shelton

Approved by

Receiver's Signature

DEBIT VOUCHER

MHSVC

Voucher No. ____________

A/c. ____________ Date : 29/7/25

Paid to m.Shekar	Rs.	Ps.
towards Refreshment charges I went to AGH Site As on date: 25/7/25 for drop material at site from: 6:00pm to 11:40pm midnight	175 -	00
Rupees one hundrend and sevanty five only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	175 -	00

m.Shekar
Prepared by

Approved by

Receiver's Signature

MHSVC

DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date : 25/7/25

Paid to M. Shekar	Rs.	Ps.
towards Refreshment charges I went to ACH Site As on date 25/7/25 for doing material at site from 6:00 pm to 11:00 pm midnight	175 —	—
Rupees One hundred and seventy five only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	175 —	—

Prepared by M. Shekar

Approved by

Receiver's Signature

DEBIT VOUCHER

MHSVC

Voucher No. ______________

A/c. ______________ Date : 29/7/25

	Rs.	Ps.
Paid to m. shelcar		
towards Refreshment charges I went to suryapet site with sachin sir As on date : 18/7/25	175-	00
Rupees one hundrend and seventy five only		
Paid by Cheque / Cash — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	175-	00

m. shekar
Prepared by

Approved by

Receiver's Signature

PH2VC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date: 29/7/15

Paid to M. Shekar	Rs.	Ps.
towards Refreshment charges I went to Suryapet site with sachin sir along date: 11/7/15	175 -	00
Rupees One hundred and seventy five only		
Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	175 -	00

Prepared by M. Shekar

Approved by

Receiver's Signature

DEBIT VOUCHER

MH SVC

Voucher No. 98

A/c. Date : 30/07/25

Paid to SRI. RAJA RAJASWARI AUTOMOBILES (P. VAMSHI)	Rs.	Ps.
towards		
TATA. WINDER OIL. TOP. UP. FOR	760/-	
1st day on for LITES. TS10UA9259		
Rupees		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	760/-	

P. VAMSHI.
Prepared by

APPROVED BY
01 AUG 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ______

A/c. ______ Date: 20/09/25

Paid to	Sri. Raja Rajeswari Automobiles	Rs.	Ps.
towards	[illegible]	360/-	
	[illegible]		
Rupees			
Paid by Cheque / Cash	Cheque No. ______ Dated ______ Drawn on Bank ______	360/-	

Prepared by   Approved by   Receiver's Signature

APPROVED BY
G. RAJKUMAR
AGM-HR & Admin

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, Hyd-76.

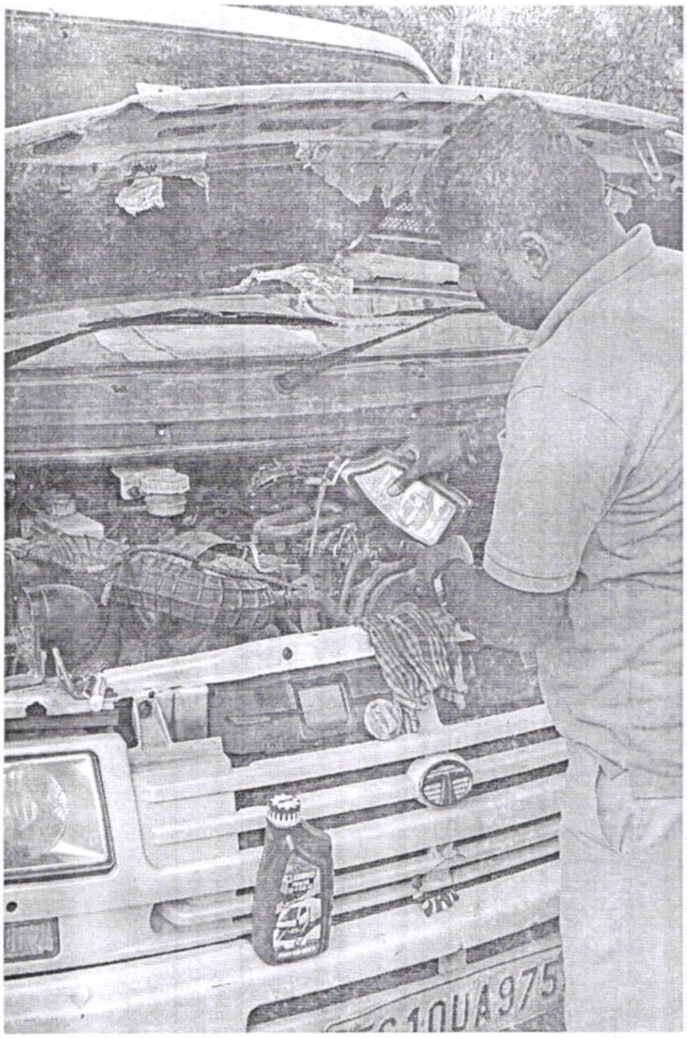
No. 98 Date 28/05/25

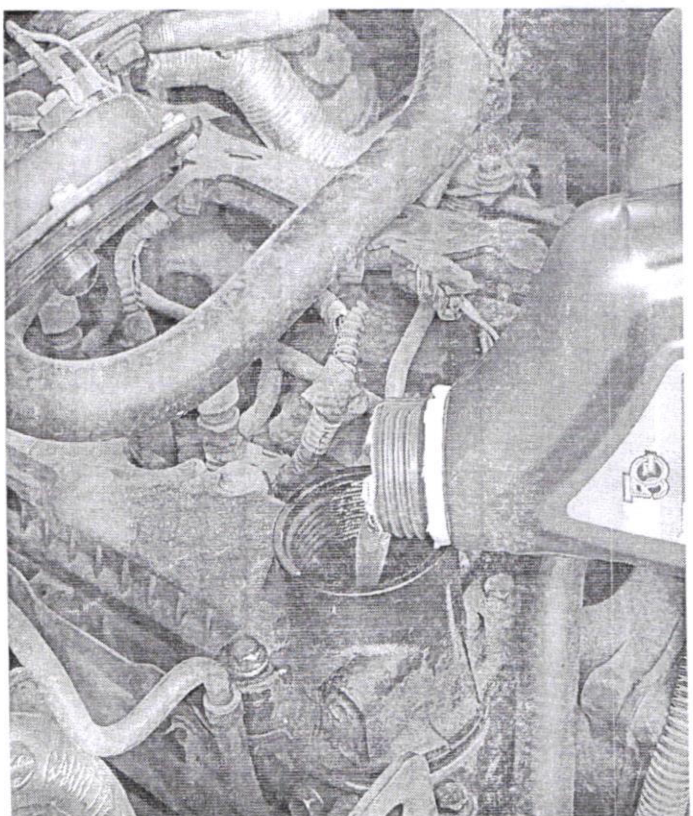
M/s. Modo Housing pvt ltd

Sl No.	PARTICULARS	QTY.	RATE	Amount Rs.	Ps.
21	Enquia			760	=
			TOTAL	760	=

Goods Once sold will not be taken back

Signature





APPROVED BY
AUG
G. JAI KUMAR
AGM-HR

MMSVC

DEBIT VOUCHER

Voucher No. 99.

A/c. ______ Date : 30/07/25

P. VAMSHI.

Paid to SRI. RAJA RAJESWARI AUTO MOBILES.	Rs.	Ps.
towards		
TATA - WINGER OIL TOP UP..	760/-	
FOR WEEK TS10UA 9759		
Rupees		
Paid by Cheque / Cash — Cheque No. ___ Dated ___ Drawn on Bank ___	760/-	

P. VAMSHI
Prepared by

APPROVED BY
01 AUG 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

OK

DEBIT VOUCHER

Voucher No. ______

A/c. ______ Date ______

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

Prepared by Approved by Receiver's Signature

APPROVED BY
01 AUG 2025
G. JAI KUMAR
AGM-HR & Admin

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, Hyd-76.

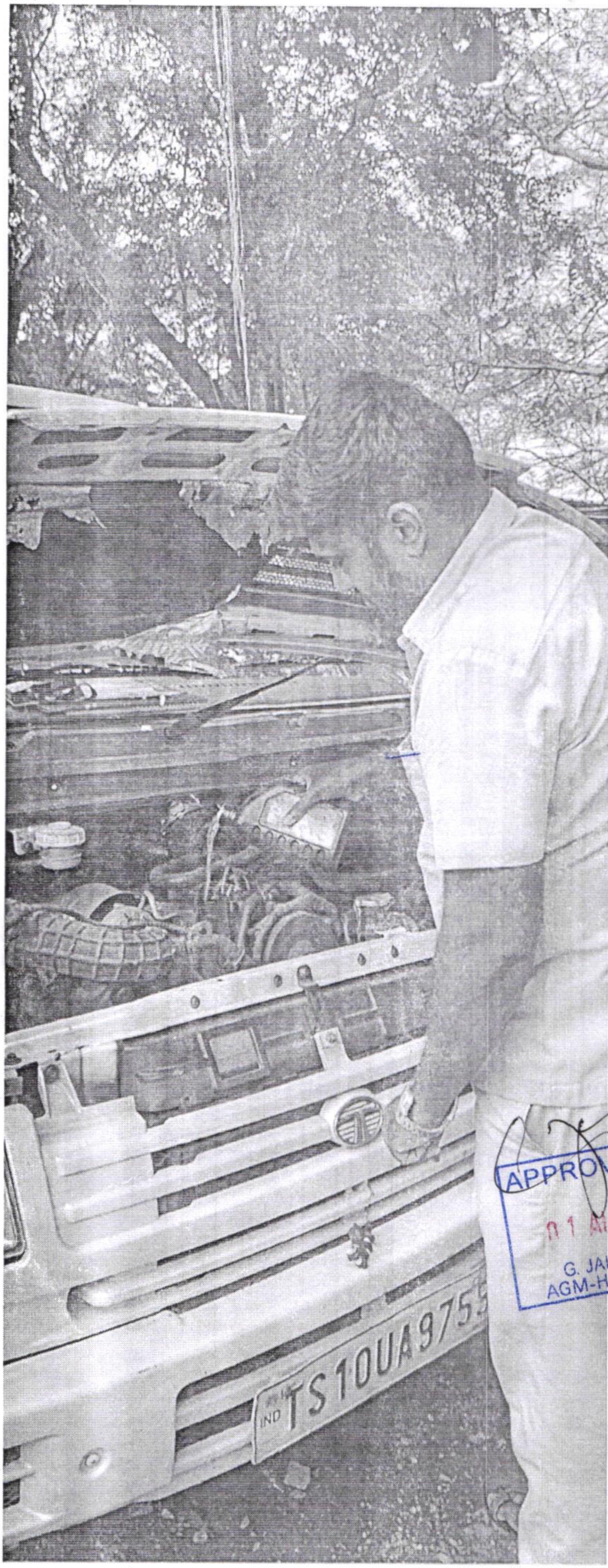
o. 99 Date 28/06/25

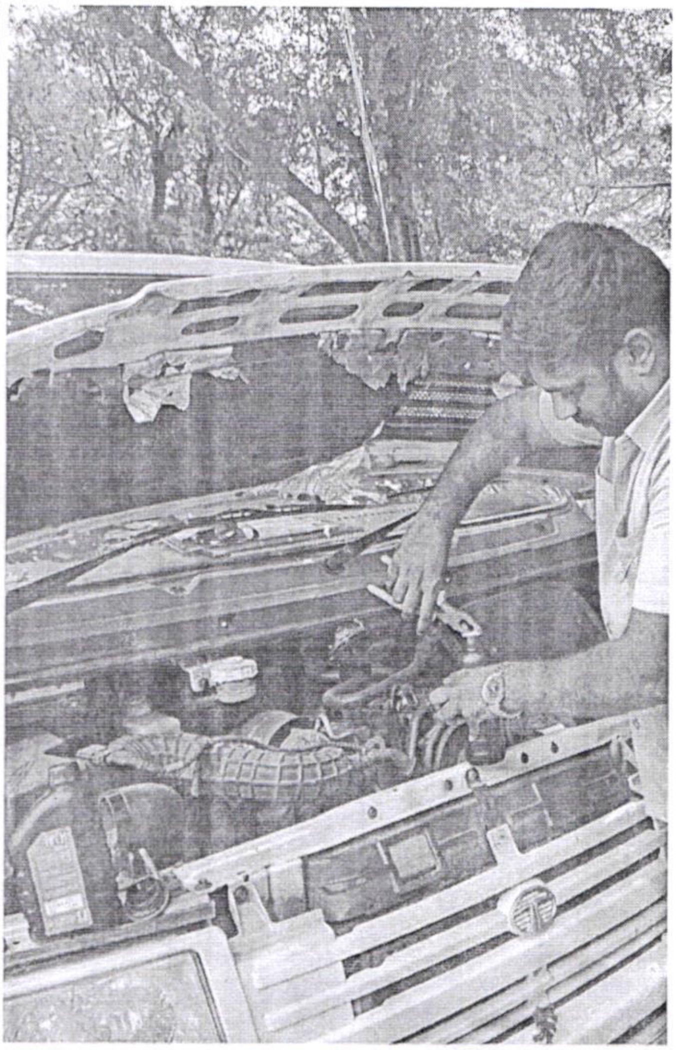
/s. Modi Housing pvt ltd

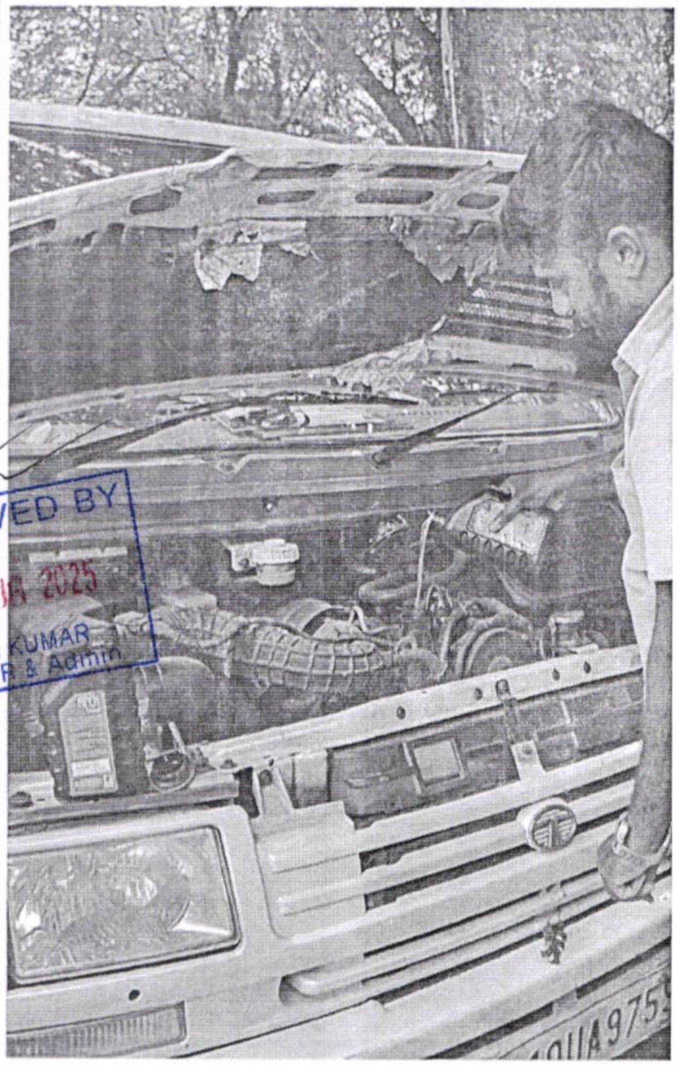
Sl No.	PARTICULARS	QTY.	RATE	Amount Rs.	Ps.
1	Engine			760	00
			TOTAL	760	00

ods Once sold will not be taken back

Signature







APPROVED BY
01 AUG 2025
G. JAI KUMAR
AGM-HR & Admin

~~[illegible]~~ MHSVL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 16/07/25

Paid to	P. Narendar.	Rs.	Ps.
towards	Towards ~~food~~ Refreshment charges went to Miryalguda with Q.C. Team 14/07/25	275.	00
Rupees	Two Hundred Seventy five only		
Paid by Cheque / Cash ✓	Cheque No. / Dated / Drawn on Bank	275.	00

APPROVED BY
17 JUL 2025
G. SAI KUMAR
AGM, HR & Admin

Narendar

Prepared by | Approved by | Receiver's Signature

MHSW

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date 18/07/25

Paid to	P. Ravindra	Rs.	Ps.
towards	Towards food Refreshment	275.	00
	Chengam road to Meenalgunda		
	with S.C. team inspection		
Rupees	Two Hundred Seventy Five		
	Only		
Paid by Cheque / Cash	Cheque No. ____ Dated ____ Drawn on Bank ____	275.	00

APPROVED

1? JUL 2025

KUMAR

& RH Admn

Prepared by | Approved by | Receiver's Signature

6

MHSVC

DEBIT VOUCHER

Voucher No. __________

A/c. Bill NO: 169. Date : 18/07/25

Paid to SRI. RAJA "RAJESHWARI AUTOMOBILES"	Rs.	Ps.
towards		
TATA WINGE TS10UA9759	760/-	
ENGIN OIL TOP UP PURPOSE 16/07/25		
Rupees		
SEVEN HOUNDREN SIXTEY RUPEES ONLY.		
Cheque No. / Dated / Drawn on Bank		
Paid by Cheque / Cash ✓	760/-	

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

P. VAMSHI
Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. Bill No: 169 Date 18/07/25

Paid to	Sri. Padma Sai Ganesh Automobiles	Rs.	Ps.
towards			
	TATA Winger TS 10 UA 9459	760/-	
	[illegible] Repairs [illegible]		
Rupees			
	Seven Hundred Sixty Rupees only		

Paid by	Cheque / Cash	Cheque No.	Dated	Drawn on Bank	Total
	Cash				760/-

APPROVED BY

27 JUL 2025

P. Vamsi

Prepared by

Approved by

P. [illegible]

Receiver's Signature

CASH BILL Cell : 9394560089

SRI RAJA RAJESHWARI AUTOMOBILES

Eicher, Swaraj Mazda, DCM, Tata Ace, Indica Spare Parts

3-4-98, Noma Complex, Beside Noma Function Hall, Mallapur, Hyderabad - 500 076.

Bill No. 169 Date : 14/7/25

M/s. Modi Housing Pvt LTD

Sl. No.	PARTICULARS	QTY.	RATE	Amount Rs.	Ps.
1	engine oil TATI WINGER TS10UA9759	2L		760	-
		TOTAL		760	00

Rupees :

Goods once sold will not be taken back.

For SRI RAJA RAJESWARI AUTOMOBILES

CASH BILL

Cell : 9 [illegible]

SRI RAJA RAJESHWARI AUTOMOBILES

Eicher, Swaraj Mazda, DCM, Tata Ace, Indica Spares Parts

5-4-98, Kona Complex, Beside Normal Employee Hall, Mallepur, Hyderabad - 500 [illegible]

Bill No. [illegible] Date : 11/7/22

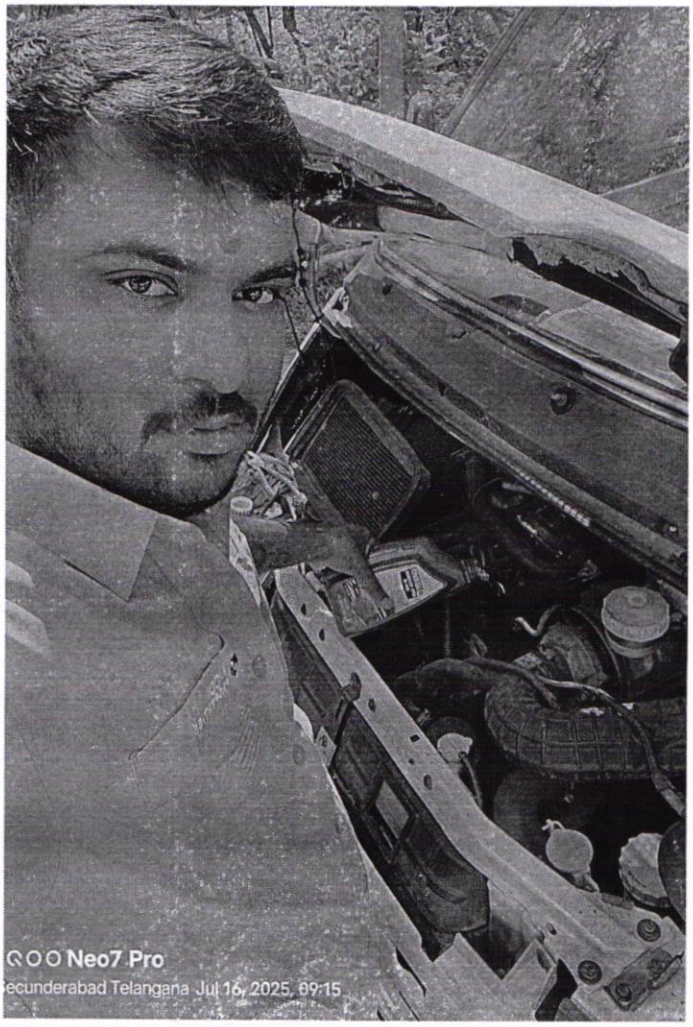
M/s. [illegible]

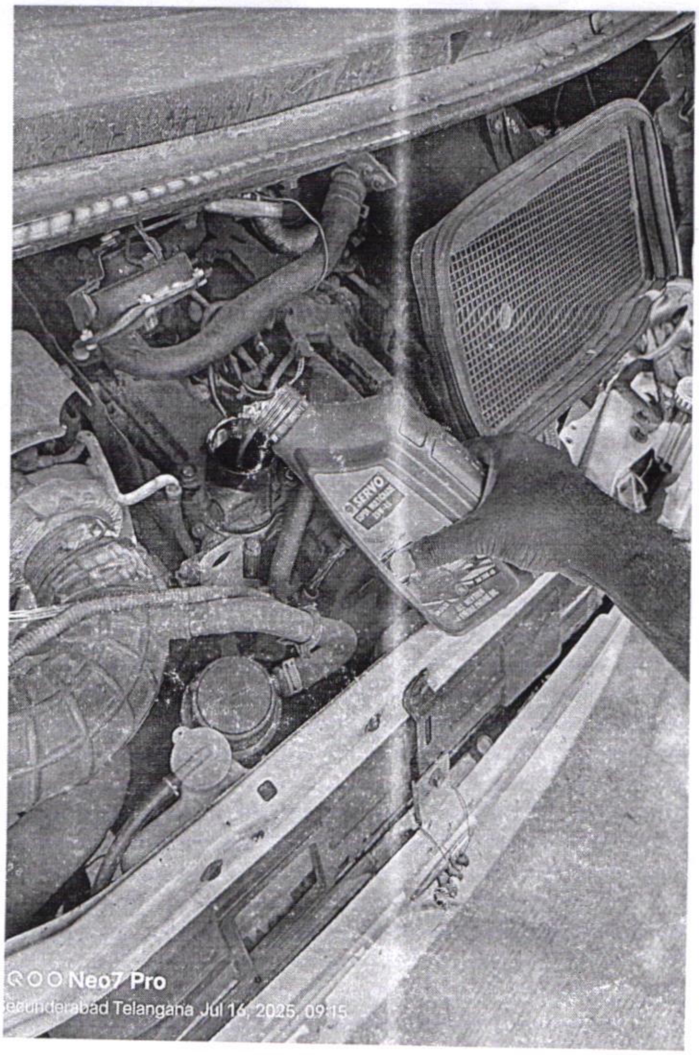
PARTICULARS	QTY	RATE	Amount Rs.	Ps.
[illegible]	2		760	
TOTAL			760	00

Rupees

Goods once sold will not be taken back   for SRI RAJA RAJESHWARI AUTOMOBILES


TS10UA9759


Neo7 Pro
Secunderabad Telangana Jul 16, 2025, 09:15


Neo7 Pro
Secunderabad Telangana Jul 16, 2025, 09:15

MIASVC 5

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 18/07/25

Paid to	RaPda, AUTO Charges"	Rs.	Ps.
towards	GMOR, SITE, TO. HO.		
Hand OVER 3133. AITO. COLOR, TO. SUBBAREDDY SIR		199/-	
AT. GMR. SITE: ON. 15/07/25. RETURN RaPdo, (A...)			
Rupees			
ONE, HOUNdREN, NINTY NINE RUPEES, ONLY.			
Paid by Cheque / Cash	Cheque No. / Dated / Drawn on Bank	199/-	

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

P. Vamsi
Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 18/07/25

Paid to / Particulars	Rs.	Ps.
Paid to Sapta Auto Engineers		
towards Gnnu. SITE TO HO.		
Hand over 2133 Auto coming to Subregistrar	199/-	
At Gnnu Site on 18/07/25 Re [illegible]		
Rupees		
One Hundred Ninety nine Rupees only		
Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	199/-	

22 JUL 2025

Receiver's Signature Approved by Prepared by

12:03 74%

← Details

Tickets

Auto Ride
15 Jul 2025 • 04:37 PM
₹199 • Completed

RIDE DETAILS

BLOCK-C
Gulmohar Residency, Sy No.19, Krishna Nagar, ...

5-4-187/8, NH 9
Karbala Maidan, Rani Gunj, Secunderabad, Hyd...

Duration	37.4 mins
Distance	13.6 kms
Ride ID	RD17525776544141215