Weekly - Petty cash /expense card statement.

Name	D. Shiva Shankar	Statement date	01/09/25
Prepared by	D. Shiva Shankar	Sign	Sy
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MH SVC	MH SVC	FASTage sticker purchase SL 3122 new	750	☑Y ☐N	☐Y ☑N
2.	MH SVC	MH SVC	SRI VIJAYA DURGA AUTOMOBILES SL	610	☑Y ☐N	☐Y ☑N
3.	MH SVC	MH SVC	FASTage Recharge TS10UB 8387 SL	500	☑Y ☐N	☐Y ☑N
4.	MH SVC	MH SVC	FASTage Recharge TS10UB 3122 SL	500	☑Y ☐N	☐Y ☑N
5.	MH SVC	MH SVC	KGN TYRE TS10UD 3044 M	1700	☑Y ☐N	☐Y ☑N
6.	MH SVC	MH SVC	MOHAMMAD AUTO ELECTRICAL M	4200	☑Y ☐N	☐Y ☑N
7.	MH SVC	MH SVC	RAPIDO Charge Somesh	79	☑Y ☐N	☐Y ☑N
8.	MH SVC	MH SVC	RAPIDO Charge	166	☑Y ☐N	☐Y ☑N
9.	MH SVC	MH SVC	food Allowance	275	☑Y ☐N	☐Y ☑N
10.	MH SVC	MH SVC	RAPIDO Charge	183	☑Y ☐N	☐Y ☑N
11.	Total		AUTO charges	146 9109		

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:	APPROVED BY			
Date:	01 SEP 2025 S. JAI KUMAR AGM-HR & Admin			

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

M14 8VC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 29/08/25

Paid to FRRI MAHESH (m. Shelar)	Rs.	Ps.
towards Purching of New Fastag for	750 —	00
Jeetho Vechrel No: TS10UB 3122		
X		
Rupees seven hundrend and fifty Rupees only		
X		
Paid by Cheque / Cash ✓ — Cheque No. ___ Dated ___ Drawn on Bank ___	750 —	00

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

m. Shelar
Prepared by

Approved by

Receiver's Signature

पे

Transaction Successful

05:08 PM on 28 Aug 2025

Paid to

ERRI MAHESH **₹750**

+919553745373

Banking Name : Erri Mahesh

Transfer Details

Transaction ID

T2508281707577547710099

Debited from

XXXXXX0521 ₹750

UTR: 348438071550

Powered by

UPI AXIS BANK

MH Svc

DEBIT VOUCHER

Voucher No.

A/c. (m.Shekar) Date : 29/08/25

	Rs.	Ps.
Paid to Sri VijAya Durga Automobiles		
towards For purchasing Engine oil, coolant oil, and break oil for Teetha Vechical TS10UB3122	610 —	00
Rupees Six hundred and Ten rupees only		
Paid by Cheque/Cash Cheque No. Dated Drawn on Bank	610 —	00

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

Prepared by Approved by Receiver's Signature

CASH BILL Cell : 9848969210

SRI VIJAYA DURGA AUTOMOBILES

1-10-28/186, Shubodaya Colony, Nagarjuna Nagar Colony Road, D-Mart Way,
Kushaiguda, Hyderabad - 500 062.

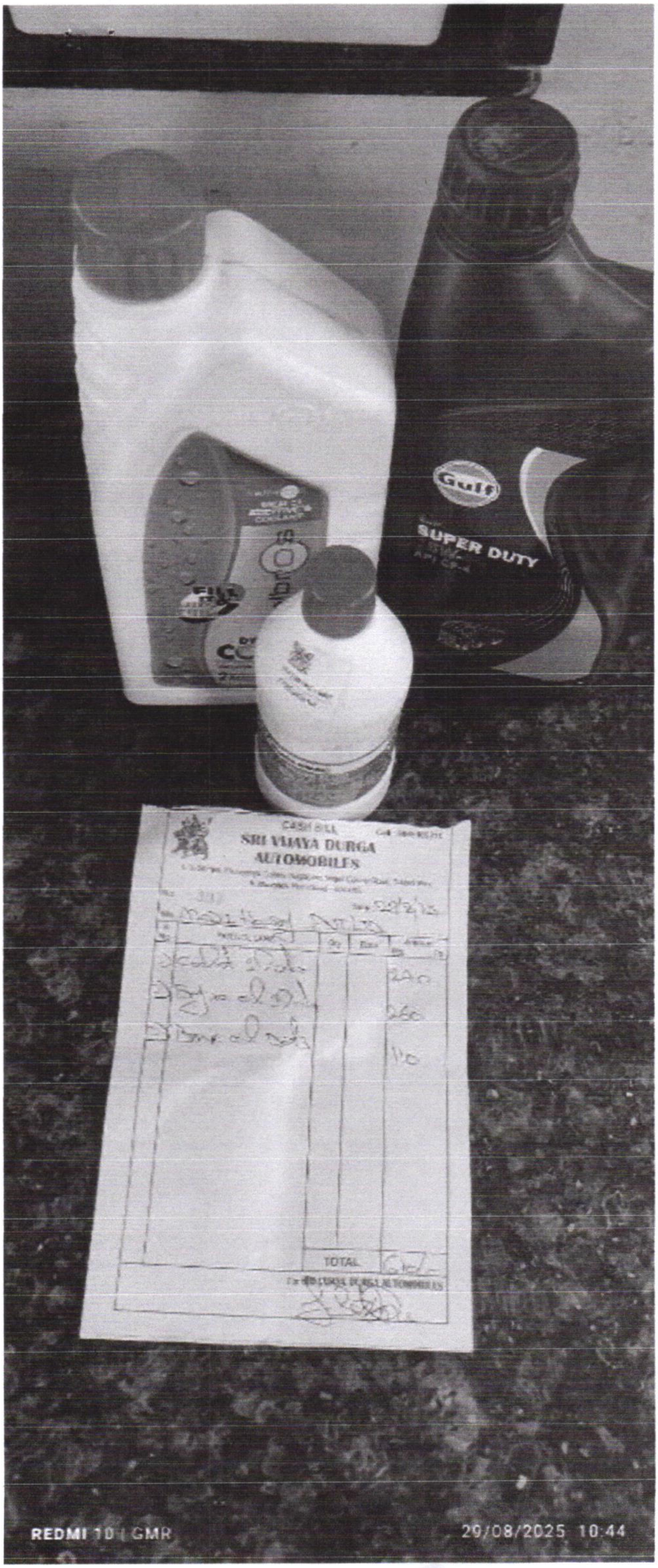
No. 397 Date : 29/8/25

M/s. MODI Housing PVT. LTD

S. No.	PARTICULARS	Qty	Rate	Amount Rs.	Ps.
⇒	Coolant 1 liter			240	
⇒	Engine oil 1 liter			260	
⇒	Break oil Dot 3			110	
		TOTAL		610/-	

For SRI VIJAYA DURGA AUTOMOBILES

[signature]


Gulf
SUPER DUTY
CASH BILL
SRI VIJAYA DURGA
AUTOMOBILES
240
260
110
TOTAL
REDMI 10 | GMR
29/08/2025 10:44

M17 SVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 29/08/25

	Rs.	Ps.
Paid to induslnd bank Fastag (m·shekar)		
towards Fastag Recharge of Jaya Van	500 —	00
Vechkal no :- TS10UB 8387		
Rupees Five hundrerd Rupees only —x—		
—— x ——		
Paid by Cheque / Cash ✓ Cheque No. ____ Dated ____ Drawn on Bank ____	500 —	00

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

m·shekar
Prepared by

Approved by

Receiver's Signature

AI14 345

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 29/08/25

Paid to	Indusind Bank Fastag (Mr. Shekar)	Rs.	Ps.
towards	Fastag Recharge of Tata Van Vehicle no: TS10UB 8384	500 /-	00
Rupees	Five hundred Rupees only — x		
Paid by Cash/Cheque	Cheque No. ____ Dated ____ Drawn on Bank ____	500 /-	00

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

Prepared by M. Shekar

Approved by

Receiver's Signature

FASTag Recharge successful
10:48 AM on 25 Aug 2025

FASTag Recharge for

NETC FASTag

IndusInd Bank FASTag ₹500
TS10UB8387

Bill Details

Customer Name : MADDEVOENOLLU

Payment details

Transaction ID
NB2508251048441590363 4962

Bharat Connect Transaction ID
PP015237BB6TI0U1C798

Debited from
XXXXXX0521 ₹500
UTR: 470428196334

Powered by
UPI AXIS BANK

MH SVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 29/08/25

	Rs.	Ps.
Paid to Bajaj Pay Fastag (m. Shelkar)		
towards Fastag Recharge of Jeetho vehiclcal	400	00
no: TS10UB3122 — x —	100	00
— x —		
Rupees Five hundrend Rupees only — x —		
— x —		
Paid by Cheque / Cash Cheque No. ______ Dated ______ Drawn on Bank ______	500	00

APPROVED BY

29 AUG 2025

m. Shelkar

Prepared by

Approved by

G. JAI KUMAR

AGM-HR & Admin

Receiver's Signature

DEBIT VOUCHER

M14 8VC

Voucher No. ____________

A/c. ____________ Date : [illegible]

	Rs.	Ps
Paid to [illegible]		
towards [illegible]	500	00
[illegible]		
Rupees Five hundred Rupees only		
Paid by Cash / Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	500	00

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

Prepared by [illegible] Approved by Receiver's Signature

पे

FASTag Recharge successful
12:49 PM on 29 Aug 2025

FASTag Recharge for

NETC FASTag

Bajaj Pay FASTag **₹400**
TS10UB3122

Bill Details

Customer Name : SHEKAR MADDEVOENOLLU

Payment details

Transaction ID
NB25082912490763051462622

Bharat Connect Transaction ID
PP015241BB6O60ZLZ888

Debited from

XXXXXX0521 ₹400

UTR: 796698449629

Powered by
UPI AXIS BANK

FASTag Recharge successful
04:51 PM on 28 Aug 2025

FASTag Recharge for

State Bank of India (SBI) - NETC FASTag **₹100**
TS10UB3122

Bill Details

Customer Name : SHEKAR SHEKAR

Payment details

Transaction ID
NB25082816505501053679582

Bharat Connect Transaction ID
PP015240BB3VV1AT0318

Debited from
XXXXXX0521 ₹100
UTR: 527983617735

Powered by
UPI AXIS BANK

500+500+750+610 = 2360/-

MH Svc

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 30/08/25

	Rs.	Ps.
Paid to KGN TYRE		
towards Purchase of Tube & Puncher &	1700	00
Air cheeup		
Rupees One thousand Seven Hundred		
Only		
Paid by Cheque / Cash✓ — Cheque No. ______ Dated ______ Drawn on Bank ______	1700	00

Prepared by

Approved by

Receiver's Signature

K.G.N. TYRE
PUNCTURE SHOP

H.No.- 1-36/1, Muraharal Pally, Turkapally

Prop. *Md. Khurshid*
Cell: 9550417130

No.- Date : 28-8-2025

Vehicle No.: TS10UD3044 Cell :

Driver Name

Sl. No.	PARTICULARS	Rate.	AMOUNT
1.	Punture Fitting		
2.	Opening Fitting		
3.	Bolt Fitting		
4.	Omini Patch		
5.	Tyre		
6.	Tube MRF 7S016		1600
7.	Flap		
8.	Gatter		
9.	Girish		
10.	Air Check		100
11.	Fitter Cleaning		
12.	Mota Gatter		
13.	1000/20 Tubes		
14.	Lorry Nalli Fitting		
15.	Wall Pin		
16.	Extra Puncture		
17.	Tubeless Nalli		
18.	Tubeless Functure		
19.	Tubeless Tyre Open & Fitting		
		Total -	1700

G Pay पे 9550417130 E. & O. E

MD

Old Tryes, Tube & Flaps Available Here Auth. Signature

MHSVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ______________________________ Date : ____________

	Rs.	Ps.
Paid to MOHAMMAD AUTO ELECTRICAL WORKS		
towards Minor Repairing works 8387	3700	00
3AS Vicur Labour	500	00
Rupees four thousand Two Hundred only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	4200	00

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No ______________

A/c. ______________ Date : ______________

		Rs.	Ps.
Paid to	Mohammad Auto Electricals works		
towards	vehicle repairing work 8887	3700	00
	Sai Vihar Lower	500	00
Rupees	Four thousand Two Hundred only		
Paid by Cash / Cheque	Cheque No. / Dated / Drawn on Bank	4200	00

Prepared by Approved by Receiver's Signature

QUOTATION Cell : 9347377073

MOHAMMAD
AUTO ELECTRICAL WORKS

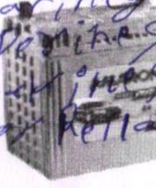
Vehicles, Wiring Checkup, New Wiring, Alternators, Self Motors, Repairing
SPECIALIST IN : IMPORTED & INDIAN ALTERNATORS
E.C.M. REPAIRING AND SCANNING

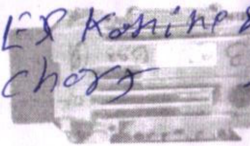
Main Road, Turkapally (Mandal), Shamirpet (Dist) Medchal-500101

Date 14/8/25

Vehcile No TS10U138387

PARTICULARS	Qty.	Rate	AMOUNT
AXLelroy MehLaqn. waringe Ripemings chetimng way Kellay			2200
LEP Kotining cherg			1500
		TOTAL	3700/-





Note : Goods once sold will not be taken back.

Signature

DEBIT VOUCHER

MIA SVC

Voucher No. ____________

A/c. ____________ Date : 26/08/25

	Rs.	Ps.
Paid to RAPIDO		
towards RAPIDO Charge from Mallow	79	00
to Nangaram for car pickups 28/08/28		
Rupees Seventy nine Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	79	00

APPROVED BY
07 MAY 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date 26.05.25

Paid to LAPIDO	Rs.	Ps.
towards LAPIDO Charges from [illegible] to [illegible] for Cab [illegible]	79	00
Rupees Seventy nine rupees only		
Paid by Cash / Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	79	00

APPROVED BY
07 MAY 2025
G JAI KUMAR
AGM-HR & Admin

Prepared by ____ Approved by ____ Receiver's Signature ____

4:13 80%

← Details

Tickets

Bike Ride

25 Aug 2025 • 08:51 PM

₹79 • Completed

You rated Harish

★ ★ ★ ★ ★

RIDE DETAILS

BLOCK-C, Krishna Nagar
Moula Ali, Secunderabad, Telangana 500040, India

2, Road No. 3
Mamilla Narayana Colony, Nagaram, Hyderabad, Secunderabad, Telangana 500083, India

Duration	17.3 mins
Distance	7.4 kms
Ride ID	RD17561353131545993

INVOICE

Total fare	**₹79.0**
Ride Charge	₹61.6
Booking Fees & Convenience Charges	₹17.4

MHSVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 26/08/25

		Rs.	Ps.
Paid to	Rapdo. BIKE. Charges. (P. VAMSHI)		
towards	GMR, TO HO. Pickup. TS10UA9759, WINDSOR TO. GMR. SITE. ON: 17/08/25. Rapdo BIKE	166/-	
Rupees	ONE. HOUNDERAD. SIXTEY SIX. RUPEES ONLY.		
Paid by Cheque / Cash ✓	Cheque No. ___ Dated ___ Drawn on Bank ___	166/-	

P. VAMSHI
Prepared by

APPROVED BY
28 AUG 2025
G. JAI KUMAR
AGM-HR & Admin
Approved by

P. H
Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date: 26/08/25

Paid to: Durga Bike Repairs (P. Vamsi)	Rs.	Ps.
Towards: Charges to Hero Pleasure TS10 EA 2560 vehicle to ... on 12/08/25 ...	166/-	
Rupees: One Hundred and Sixty Six Rupees only.		
Paid by: Cash / Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____	166/-	

Prepared by: P. Vamsi

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

Approved by

Receiver's Signature: P. N.

← Details

Ticke

Bike Ride

17 Aug 2025 • 06:16 PM

₹166 • Completed

RIDE DETAILS

BLOCK-C

Gulmohar Residency, Sy No.19, Krishna Nagar, Mallapur, Secunderabad, Telangana 500040, In...

SOHAM MANSION

Mahatma Gandhi Road, Karbala Maidan, Rani Gunj, Hyderabad, Telangana, India

Duration	33.1 mins
Distance	13.7 kms
Ride ID	RD17563697549665901

SUPPORT

MASVC

DEBIT VOUCHER

Voucher No. ______________

A/c. Food Allowances Date : 26/08/25

Paid to FOOD ~~DIVERSES~~'' (P.VAMSHI)	Rs.	Ps.
towards		
SITE VISIT: SURAYAPET, MIRAYAGUDA	275/-	
WITH SALMAN SIR 11/08/25		
Rupees		
TWO HUNDEW SEVENTY FIVE ONLY		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	275/-	

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

P. VAMSHI
Prepared by

Approved by

P. V
Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date 26/08/25

Paid to: Food Allowance (Vipinsha)

towards: [illegible]

Rupees: Two Thousand Seventy Five only

Paid by Cash / Cheque — Cheque No. ____ Dated ____ Drawn on Bank ____

Rs.	Ps.
2075/-	

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

Prepared by P. Vipinsha | Approved by | Receiver's Signature

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 26/08/25

Paid to (Petda, Charges" AUTO) P-VAmsi	Rs.	Ps.
towards WENT. TO. FRUTUNE, MOTORS ON 25/08/25		
FROM. OGMG TO Nagaram. Pickup NEW. HO	183/-	
CAR. TO. UMRS SITE		
Rupees		
ONE, HOUNDREN, Eighty. THREE RUPES. ONLY		
Paid by Cheque / Cash ✓ Cheque No. ______ Dated ______ Drawn on Bank ______	183/-	

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

P. Vamsi
Prepared by

Approved by

P. Vamsi
Receiver's Signature

12:21 Vo LTE2 0 KB/s 5G .ıll .ıll 77%

← Details

Tickets

Auto Ride

25 Aug 2025 • 08:04 PM

₹183 • Completed

RIDE DETAILS

BLOCK-C

Gulmohar Residency, Sy No.19, Krishna Nagar, Mallapur, Secunderabad, Telangana 500040, In...

Fortune Toyota Service Center - Kushaig...

Nagaram, Mamilla Narayana Colony, Nagaram, Hyderabad, Secunderabad, Telangana, India

Duration	24.4 mins
Distance	8.6 kms
Ride ID	RD17561324906019021

SUPPORT

I have been charged a cancellation fee ›

I want to report an issue about the Captain/ Ride ›

DEBIT VOUCHER

MHSVC

Voucher No. ____________

A/c. ____________ Date : 26/08/25

Paid to "AUTO" Rapido. Charges" (P. VAMSHI)	Rs.	Ps.
towards ALTO. 7968. "HO" Car Given "To"	146/-	
SERVICE. CENTER FOR GENREL SERVICE		
AT "BEGUMPET. VARUN. MOTORS" 18/08/25 01:26PM		
Rupees		
ONE. HUNDRED. FOURTY SIX RUPEES. ONLY		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	146/-	

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

P. VAMSHI
Prepared by

Approved by

P. VAMSHI
Receiver's Signature

DEBIT VOUCHER

Voucher No.

A/c.

Date 26/08/25

Paid to "Auto Park Garage" (P. Vamsi)	Rs.	Ps.
Towards [illegible]	1146/-	
[illegible]		
[illegible]		
Rupees One thousand forty six rupees only		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	1146/-	

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

Prepared by

Approved by

Receiver's Signature

← Details   Tickets

Auto Ride

18 Aug 2025 • 01:26 PM

₹146 • Completed

RIDE DETAILS

1-11-200

Gurumurthy Colony Rd, Begumpet, Hyderabad, Telangana 500016, India

Soham Mansion, 5-4-187

Mahatma Gandhi Rd, Karbala Maidan, Rani Gunj, Hyderabad, Telangana 500003, India

Duration	14.8 mins
Distance	5.1 kms
Ride ID	RD17555037835031698

SUPPORT

I have been charged a cancellation fee ›

I want to report an issue about the Captain/ ›