Weekly - Petty cash /expense card statement.

Name	D. Shiva Shankar	Statement date	01/08/25
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.	MRRL	MRRL	GHMC Garbage collection	300	☐Y ☐N	☐Y ☐N
2.	MRRL	MRRL	Rosen & Co. Bill no. 314	125	☐Y ☐N	☐Y ☐N
3.	MRRL	MRRL	RAPIDO Charges 280 19/8/25	200	☐Y ☐N	☐Y ☐N
4.	MRRL	MRRL	VI Post Paid 9391340973	653	☐Y ☐N	☐Y ☐N
5.	MRRL	MRRL	VI Post Paid 9246876662	650	☐Y ☐N	☐Y ☐N
6.					☐Y ☐N	☐Y ☐N
7.	MHRL	MHPL	SRI KRISHNA AGENCIES	7200	☐Y ☐N	☐Y ☐N
8.	MHRL	MHPL	FASTag Recharge 7953	500	☐Y ☐N	☐Y ☐N
9.	MHRL	MHPL	FASTag Recharge 7953	1000	☐Y ☐N	☐Y ☐N
10.	MHRL	MHPL	FASTag Recharge 7953	1500	☐Y ☐N	☐Y ☐N
11.	Total		FASTag new 7953	500		
				12628/-		

1928

10700

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 01 SEP 2025 G. JAI KUMAR AGM-HR & Admin			
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

MHPL

Voucher No. ____________

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

Paid to SRI KRISHNA AGENCIES	Rs.	Ps.
towards Purchasing of new BATTERY for	7200	00
INNOVA CAR TS10FE7953		
Rupees Seven Thousand Two Hundred		
only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	7200	00

Prepared by Sris

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 29/08/18

Paid to	Sri [illegible] Agencies	Rs.	Ps.
towards	Purchasing of new battery for	7200	00
	Innova car TS 10 FE 7953		
Rupees	Seven Thousand Two Hundred		
	Only		
Paid by Cash / Cheque	Cheque No. ____ Dated ____ Drawn on Bank ____	7200	00

Prepared by   Approved by   Receiver's Signature

Tax Invoice

SRI KRISHNA AGENCIES 25-26 Shop No.2, MCH Complex Budha Bhavan, Near - Boats Club M.G.Road, Secunderabad Mobile No.8121405648, 040-27542651 GSTIN/UIN: 36AKDPS8805J1ZQ State Name : Telangana, Code : 36 E-Mail : Srikrishnaagencies551@gmail.com	Invoice No. **405**	Dated **22-Aug-2025**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **MODI HOUSING PVT LTD** KARBALA MAIDAM M G ROAD SECUNDERABAD 9502277599 GSTIN/UIN : 36AADCM5906D2Z0 State Name : Telangana, Code : 36	Buyer's Order No.	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Part No.	MRP/ Marginal	Quantity	Rate	per	Disc. %	Amount
1	**EXIDE DIN 60** *046048* INNOVA CAR TS10FE 7953	85071000	28 %			**1 Nos**	5,625.00	Nos		**5,625.00**
	Cgst - 14%						*14*	*%*		**787.50**
	Sgst - 14%						*14*	*%*		**787.50**
	Total					**1 Nos**				**₹ 7,200.00**

Amount Chargeable (in words)

E. & O.E

INR Seven Thousand Two Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
85071000	5,625.00	14%	787.50	14%	787.50	1,575.00
Total	**5,625.00**		**787.50**		**787.50**	**1,575.00**

Tax Amount (in words) : **INR One Thousand Five Hundred Seventy Five Only**

Company's PAN : **AKDPS8805J**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
Bank Name : **HDFC Bank**
A/c No. : **05622000003686**
Branch & IFS Code : **Paradise Br, Secunderabad & HDFC0000042**

Customer's Seal and Signature

for SRI KRISHNA AGENCIES 25-26

SRI KRISHNA AGENCIES SECUNDERABAD

Authorised Signatory

This is a Computer Generated Invoice

MH 8K

DEBIT VOUCHER

Voucher No. ____________

A/c. ________________________________ Date : 20/08/25

Paid to fASTag Reeharge	Rs.	Ps.
towards fASTag Reeharge for CAR	500	00
TS10 FE 7953		
Rupees five Hundred Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	500	00

SMS

Prepared by

Approved by

Receiver's Signature

265 [illegible] 6mm VAmm TATA SKY

9182077067

1836

पे FASTag Recharge successful
07:49 PM on 19 Aug 2025

FASTag Recharge for

NETC FASTag

IndusInd Bank FASTag — ₹500
TS10FE7953

Bill Details

Customer Name : MARTAND

Payment details

Transaction ID
NX25081919493355372831271

Bharat Connect Transaction ID
PP015231BX03S1J2Y895

Debited from

XXXXXX8810 — ₹500

UTR: 245658625520

Powered by
UPI ✓YES BANK

DEBIT VOUCHER

MMBLC
MHPL

Voucher No. ____________

A/c. ____________ Date : 16/08/28

	Rs.	Ps.
Paid to fASTag Recharge		
towards fASTag Recharge for TS10FE7953	1000	00
Rupees one thousand rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	1000	00

Prepared by [signature]

Approved by [signature]

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

Date : 16/08/23

A/c. ____________

Paid to	FASTag Recharge	Rs.	Ps.
towards	FASTag Recharge of [illegible]	1000	00
Rupees	One Thousand Rupees Only		
Paid by Cheque / Cash	Cheque No. ____ Dated ____ Drawn on Bank ____	1000	00

Receiver's Signature

Approved by

Prepared by

12:17 86%

FASTag Recharge successful

09:43 AM on 14 Aug 2025

FASTag Recharge for

IndusInd Bank FASTag **₹1,000**

TS10FE7953

Bill Details

Customer Name : MARTAND

Payment details

Transaction ID

NX25081409434531309544061

Bharat Connect Transaction ID

PP015226BX2K10R11758

Debited from

XXXXXX5850 ₹1,000

UTR: 853501812501

View History

View Receipt

Split Expense

Share Receipt

Contact PhonePe Support

~~MMSVC~~

MHPL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 16/08/25

Paid to FASTag Recharge	Rs.	Ps.
towards FASTag Recharge for TS10FE 7953	1500	00
Rupees one thousand five Hundred		
rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	1500	00

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : [illegible]

Paid to	[illegible]	Rs.	Ps.
towards	[illegible]	1500	00
Rupees	[illegible]		
Paid by Cheque / Cash	Cheque No. ____ Dated ____ Drawn on Bank ____	1500	00

Prepared by

Approved by

Receiver's Signature

पे FASTag Recharge successful
07:23 AM on 12 Aug 2025

FASTag Recharge for

IndusInd Bank FASTag ₹1,500
TS10FE7953

Bill Details

Customer Name : MARTAND

Payment details

Transaction ID
NX250812072305003702526O1

Bharat Connect Transaction ID
PP015224BX4JN0KIM015

Debited from

XXXXX1800025272 ₹1,500

UTR: 137770358944

Powered by
UPI YES BANK

DEBIT VOUCHER

~~MAASVE~~
MH P2

Voucher No. ______

A/c. ______ Date : 28-08-2025

Paid to Fastag Recharge TS10FE 7953	Rs.	Ps.
towards for MD Sir Car Innova fastag Recharge On 27/08/2025	500	00
Rupees five hundred Rupees Only		
Paid by Cheque/Cash — Cheque No. — Dated — Drawn on Bank	500	00

Prepared by

Approved by

Receiver's Signature

[illegible]

DEBIT VOUCHER

850
300
500
1650

Voucher No.

Date: 28-08-2025

Rs.	Ps.	Paid to	[illegible] TS10FE 7953
500	00	towards	for MD Sir Car Battery charging Recharge on 27/08/2025
		Rupees	Five hundred Rupees Only
500	00	Paid by Cheque / Cash	Cheque No. / Dated / Drawn on Bank

Prepared by

Approved by

Receiver's Signature

पे FASTag Recharge successful
05:26 PM on 27 Aug 2025

FASTag Recharge for

NETC FASTag

IndusInd Bank FASTag **₹500**
TS10FE7953

Bill Details

Customer Name : MARTAND

Payment details

Transaction ID
NX25082717263561339140201

Bharat Connect Transaction ID
PP015239BX6N41CGJ600

Debited from

XXXXXX8810 ₹500

UTR: 358838442528

Powered by
UPI AXIS BANK

HPPK

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 8/8/21

Paid to Garbage Garbage Collector	Rs.	Ps.
towards Garbage Collecting for the Month	300/-	
of July 2021		
Rupees Three hundred only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	300/-	

8/8/21

Prepared by

Approved by

Receiver's Signature

HBPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date 3/8/21

Paid to Garbage Collector	Rs.	Ps.
towards Garbage Collection for the month of July 2021	300/-	
Rupees Three hundred only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	300/-	

Prepared by — Approved by — Receiver's Signature

MPPL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________________________ Date : 16/08/28

Paid to Rosa & CO	Rs.	Ps.
towards Purchasing of Rubber Strips	128	00
Bill no:- 314		
Rupees one Hundred Twenty five only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	128	00

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date : 15/08/24

Paid to		Rs.	Ps.
towards	[illegible]	125	00
	[illegible]		
Rupees	[illegible]		
Paid by Cheque / Cash ✓	Cheque No. / Dated / Drawn on Bank	125	00

Prepared by Approved by Receiver's Signature

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.
E-mail : rajastamps@hotmail.com

Ph : 27704625
Cell : 9032008269
SMS/Whts App : 9032008263

M/s. MPPL

No. 314 Date : 16/08/28

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Rubber Stamp 1 nos	128	00
	TOTAL	128	00

CHECKED
SECURITY/SUP.
By: .... Dt: 16/8/28

As per Specimen Attached

For RAJA & CO.

MODI PROPERTIER PVT. LTD ★
SEC'BAD

CHECKED
SECURITY/SUP.
By .... Dt. 16/8/14

MPPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 19/8/25

Paid to Rapido Person	Rs.	Ps.
towards Soham sir Documents Bag send	200	
to Plot No 280 jubilee hills		
Rupees Two Hundread only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	200	

Prepared by | Approved by | Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 21/3/23

Paid to / towards	Rs.	Ps.
Paid to Rapido Taser		
towards Saloni Sai Developers Road Survey to Plot no 280 verification	200	
Rupees Two Hundred only		
Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	200	

Prepared by   Approved by   Receiver's Signature

MPPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 19/08/22

Paid to VI Post paid	Rs.	Ps.
towards Bill payment no 9391340978	653	00
Rupees Six Hundred fifty ~~four~~ three only		
Paid by Cheque / Cash ✓ Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	653	00

Prepared by

Approved by

Receiver's Signature

653

DEBIT VOUCHER

Voucher No. ____________

A/c ____________ Date : 15/08/17

Paid to		Rs.	Ps.
towards		658	75
Rupees	Six hundred fifty eight only		
Paid by Cheque / Cash	Cheque No. / Dated / Drawn on Bank	658	75

Prepared by

Approved by

Receiver's Signature

12:24 4G+ 80%

Bill Payment Successful

12:23 PM on 08 Aug 2025

Mobile bill paid

Vi Postpaid **₹653.17**

9391340973

Bill Details

Payment details

Bill Amount	₹650.17
Platform fee(inclusive of GST)	+ ₹3

Total Amount	**₹653.17**

Transaction ID

NB25080812231990497902682

Bharat Connect Transaction ID

PP015220BB11M0YF1959

Debited from

XXXXXX5850 ₹653.17

UTR: 710751581184

View History | View Receipt | Split Expense | Share Receipt

DEBIT VOUCHER

MPRL

Voucher No. ____________

A/c. ____________ Date : 19/08/25

Paid to VI Postpaid	Rs.	Ps.
towards Bill payment of 9246826667	650	00
Rupees Six Hundered fifty only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	650	00

Prepared by SMS

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date 19/08/25

Paid to	[illegible]	Rs.	Ps.
towards	Being Paid to [illegible]	650	00
Rupees	Six Hundred Fifty only		
Paid by Cheque / Cash	Cheque No. ____ Dated ____ Drawn on Bank ____	650	00

Prepared by

Approved by

Receiver's Signature

5:50 39%

Bill Payment Successful

05:47 PM on 16 Aug 2025

Mobile bill paid

Vi Postpaid **₹649.19**

9246876667

Bill Details

Payment details

Bill Amount	₹646.19
Platform fee(inclusive of GST)	+ ₹3

Total Amount	**₹649.19**

Transaction ID

NX25081617471297693746031

Bharat Connect Transaction ID

PP015228BX1RF1DEY142

Debited from

XXXXXX5850 ₹649.19

UTR: 827814152263

View History

View Receipt

Split Expense

Share Receipt