

Weekly - Petty cash /expense card statement.

Name	D. Shiva Shankar		Statement date	02/09/25		
Prepared by	D. Shiva Shankar		Sign			
From period			To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SOHAM	MODE	SOHAM Power BSNL Payment	10001	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
2.	SOHAM	MODE	Hyderabad Metropolitan Water Adu	1253	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
3.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
4.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
5.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
6.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
7.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
8.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
9.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
10.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
11.	Total			11254/-		
Amount to be credited by	<input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c. <input type="checkbox"/> Other:					
Approved by:	Div. Manager	Accountant	Accounts Manager	MD		
Sign:	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> <b>APPROVED BY</b>  </div>					
Date:	07 SEP 2025					

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 receipt of scanned statement on Saturday 4. M. 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**

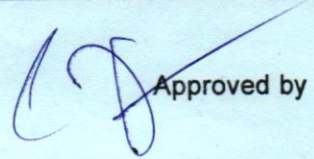
Soltam MODD

Voucher No. \_\_\_\_\_

A/c. \_\_\_\_\_ Date: 16/08/24

				Rs.	Ps.	
Paid to <u>Southern Power</u>				1000	00	
towards <u>Power Bill Payment of Soltam</u>						
<u>MODD SR VSNV 100415208</u>						
Rupees <u>Ten thousand one rupees only</u>						
Paid by	<u>Cheque</u> ✓ Cash	Cheque No. <input type="text"/>	Dated <input type="text"/>	Drawn on Bank <input type="text"/>	1000	00

Prepared by SMB

Approved by 

Receiver's Signature



# Bill Payment Successful

12:15 PM on 16 Aug 2025

## Electricity bill paid



Southern Power

₹10,001

Distribution company  
of Telangana Ltd  
(TGSPDCL)

100415208



### Bill Details



Customer Name : SRI SOHAM MODI  
Bill Date : 06-Aug-2025



### Payment details



Transaction ID  
NX25081612155092345169551



Bharat Connect Transaction ID  
)15228BX0030Y2K344



Debited from



XXXXXX5850

₹10,001

UTR: 650884056268



View  
History



View  
Receipt



Split  
Expense



Share  
Receipt

**DEBIT VOUCHER**

20/08/24

Voucher No. \_\_\_\_\_

A/c. \_\_\_\_\_

Date: 20/08/24

Paid to <u>Hyderabad Metropolitan Water Supply</u>	Rs.	Ps.			
towards <u>WATER BILL PAYMENT OF PNO: 280</u>	<u>1253</u>	<u>00</u>			
	}				
Rupees <u>one thousand Two Hundred and fifty Three only</u>					
Paid by <u>Cheque</u> <input checked="" type="checkbox"/> <u>Cash</u> <input type="checkbox"/>	Cheque No.	Dated	Drawn on Bank	<u>1253</u>	<u>00</u>
	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Prepared by [Signature]

Approved by [Signature]

Receiver's Signature

**Bill Payment Successful**

02:30 PM on 19 Aug 2025

**Water bill paid**

Hyderabad Metropolitan **₹1,253**  
Water Supply and  
Sewerage Board  
061131910

**Bill Details**

Customer Name : KESHAVPAL REDDY G.  
Bill Number : XXXXXXXX171  
Bill Date : 05-Aug-2025

**Payment details**

Transaction ID

NX25081914304207027455991



Bharat Connect Transaction ID

PP015231BX46K14BG869



Debited from



XXXXXX5850

₹1,253

UTR: 637615570508



View  
History



View  
Receipt



Split  
Expense



Share  
Receipt

