

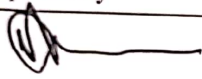
Weekly - Petty cash / expense card statement.

Name	Vino Menlop		Statement date	09/09/25	
Prepared by	Anand Kumar Nema		Sign		
From period	09/09/25		To period	09/09/25	

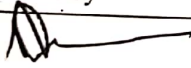
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1	Vino Menlop	Vhs.	Toll fees	355	☒ N	Y N
2	Vino Menlop	Vhs.	petrol	3120	☒ N	Y N
3	Vino Menlop	Vhs	Food items only.	825	Y ☒	Y N
4					Y N	Y N
5					Y N	Y N
6					Y N	Y N
7					Y N	Y N
8					Y N	Y N
9					Y N	Y N
10				4,300	Y N	Y N
11	Total					

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

Notes: 1. Scanned copy of this statement to be submitted every Friday. 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. 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. Div. manager and accounts manager approval required for expenses over 2,000/- per week. MD's approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER			
Company/Firm	Nave News Up.		
Project	NLS.		
Voucher No.			
Account head	Promotions.		
Paid to	Personal		
Towards/description of work	Hedbed to Singapore & Sumud, Press & BUK. (390 kms)		
Location of work	Singapore.		
Amount in Rs.	3,120/-		
Amount in words	Three thousand One hundred & twenty only.		
Mode of payment	Cash.		
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
			

APPROVED BY
12 SEP 2023
E. PRASAD
MANAGER PROMOTION

DEBIT VOUCHER			
Company/Firm	Vive View LLP.		
Project	NLS.		
Voucher No.			
Account head	Promotions.		
Paid to	Toll taxes.		
Towards/description of work	Hd to Smpet & back.		
Location of work	Smpet.		
Amount in Rs.	355/-		
Amount in words	Three Hundred & fifty five only.		
Mode of payment	Cash.		
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
			



Transactions

Bank Name IDFC First Bank
From Date 2025-09-10
To Date 2025-09-11
Total Amount Credited 1000
Total Amount Debited 355

Vehicle No. TS10FB9780
Chassis No. NA
Barcode 608116-014-0095948
Tag ID 34161FA820328EE81C2ED980
Customer ID 18970358

Transaction Date	Processing Date	Transaction No	Plaza ID	Transaction Type	Credit Amount	Debit Amount	Balance	Transaction Details	Tag ID
10/09/2025 12:14:12	10/09/2025 12:14:12	583775063153603419		C	1000.00		1389.00	BBPS BILLER A/C Dr.	34161FA820328EE81C2ED980
11/09/2025 08:02:53	11/09/2025 08:03:39	005589099947		D		40	1349.00	Issuer Debit Transaction for toll fare - 550011 - Pedda Amberpet ✓	34161FA820328EE81C2ED980
11/09/2025 08:38:20	11/09/2025 08:38:41	015001010110925083820		D		80	1269.00	Issuer Debit Transaction for toll fare - 015001 - Pantangl ✓	34161FA820328EE81C2ED980
11/09/2025 09:22:59	11/09/2025 09:25:15	005589322589		D		120	1149.00	Issuer Debit Transaction for toll fare - 015002 - Koralaaphad ✓	34161FA820328EE81C2ED980
11/09/2025 15:37:47	11/09/2025 15:40:07	005590410474		D		60	1089.00	Issuer Debit Transaction for toll fare - 015002 - Koralaaphad ✓	34161FA820328EE81C2ED980
11/09/2025 17:03:38	11/09/2025 17:04:09	015001005110925170339		D		35	1054.00	Issuer Debit Transaction for toll fare - 015001 - Pantangl ✓	34161FA820328EE81C2ED980
11/09/2025 18:00:22	11/09/2025 18:01:32	005590855218		D		20	1034.00	Issuer Debit Transaction for toll fare - 550009 - Ghatkesar ✓	34161FA820328EE81C2ED980

Signature

DEBIT VOUCHER			
Company/Firm	NWC View Up.		
Project	NWS.		
Voucher No.			
Account head	Promotions.		
Paid to	Food Allowance.		
Towards/description of work	Hbnd to Sanyapli 3 people. 3 x 275		
Location of work	Sanyapli.		
Amount in Rs.	825/-		
Amount in words	Eight hundred & twenty five only		
Mode of payment	Cash.		
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
			

APPROVED BY
12 SEP 2023
E. PRASAD
MANAGER PROMOTION