

Weekly - Petty cash /expense card statement.

Name		D. Shiva Shankar		Statement date	12/09/25	
Prepared by		D. Shiva Shankar		Sign		
From period		To period				
SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed ☐ Y ☒ N	GST bill ☐ Y ☒ N
1.	MPPL	MPPL	AUTO charger Shiva Shankar	140	☐ Y ☒ N	☐ Y ☒ N
2.	MPPL	MPPL	AUTO charger Shiva Shankar	120	☐ Y ☒ N	☐ Y ☒ N
3.	MPPL	MPPL	AUTO charger KGSUN	192	☐ Y ☒ N	☐ Y ☒ N
4.	MPPL	MPPL	AUTO charger KGSUN	128	☐ Y ☒ N	☐ Y ☒ N
5.	MPPL	MPPL	AUTO charger KGSUN	226	☐ Y ☒ N	☐ Y ☒ N
6.	MPPL	MPPL	AUTO charger KGSUN	210	☐ Y ☒ N	☐ Y ☒ N
7.	MPPL	MPPL	AUTO charger KGSUN	231	☐ Y ☒ N	☐ Y ☒ N
8.	MPPL	MPPL	AUTO charger KGSUN	61	☐ Y ☒ N	☐ Y ☒ N
9.	MPPL	MPPL	ford suzuki KGSUN	178	☐ Y ☒ N	☐ Y ☒ N
10.	-	-	-	-	☐ Y ☒ N	☐ Y ☒ N
11.	Total			1480		
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 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. 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

MPR

Voucher No. _____

A/c. _____ Date : 09/09/28

Paid to <u>Auro Chavara</u> <u>Sheshupur</u>				Rs.	Ps.
towards <u>Auro Chavara from Busine 148</u>				<u>140</u>	<u>00</u>
<u>to APPLCO Hosur 09/09/28</u>					
Rupees <u>one hundred forty only</u>					
Paid by <u>Cheque</u> <u>Cash</u> ✓	Cheque No. 	Dated 	Drawn on Bank 	<u>140</u>	<u>00</u>

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

MRIC

Voucher No. _____

Date: _____

At _____

Rs.	100	Paid to	Auto Chassis
		Amount	Auto Chassis
		Rs.	100
		Paid by	Cash
		Cheque No.	
Dated			
Drawn on Bank			
Rs.		100	



Receiver's Signature

Approved by

Prepared by

DEBIT VOUCHER

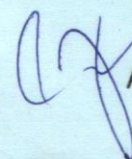
MPR

Voucher No. _____

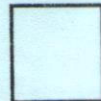
A/c. _____ Date : 09/09/20

Paid to	Auto charges Sherepura			Rs.	Ps.	
towards	Auto charges from Baber			120	00	
	to VBT AZAMABAD 08/09/20			}		
Rupees	one Hundred Twenty rupees					
	only					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank		
	Cash ✓				120	00

Prepared by 

Approved by 

Receiver's Signature



Prepared by

Approved by

Receiver's Signature

2/10

[Signature]

[Signature]

Paid by ☒ Cheque ☐ Cash

Cheque No.

Dated

Drawn on Bank

and

Rupees *one thousand* Ten only

to V&T PHARMACY

forwards

Paid to *1000* *1000*

Rs	100
Rs	100

At

Date

Voucher No.

DEBIT VOUCHER

1000

DEBIT VOUCHER

MPPL

Voucher No. _____

A/c. _____ Date : 05-09-2025

Paid to <u>Into Charge</u>			Rs.	Ps.
towards	<u>Head office to plot NO - 280 for</u>		192 =	00
	<u>Jimmy car hand over to Shakkappa. On.</u>		/	
	<u>30th - 2025</u>			
Rupees	<u>One hundred and. ninty two</u>			
	<u>Rupees Only</u>			
Paid by <u>Cheque</u>	Cheque No.	Dated	Drawn on Bank	
<u>Cash</u>	APPROVED BY			192 = 00

Prepared by

05 SEP 2025
JAL KUMAR
AGM - HR & Admin
Approved by

Receiver's Signature

[Signature]

Prepared by

RECEIVED
22 SEP 2022

Receiver's Signature

[Signature]

Paid by	Cheque	APPROVED BY	Drawn on Bank	Rs.	Paid to
Cash				100 = 10	State Capital
					for office to plot no - 222
					for State Capital
					30th - 2022
					Rupees One hundred and twenty four
					Rupees Only

Voucher No. _____ Date 02-09-2022

DEBIT VOUCHER

M99L

MPM 2

DEBIT VOUCHER

Voucher No. _____

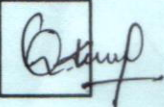
A/c. _____ Date : 05/09/2025

Paid to	Auto Charges			Rs.	Ps.
towards	from fortune Toyota work shop Sa- nagar to plot no-280 On 01-09-2025.			125 =	00
Rupees	One hundred and twenty five			/	
Rupees Only					
Paid by	Cheque No.	Dated	Drawn on Bank		
Cash				125 =	00

Prepared by

APPROVED BY
05 SEP 2025
Approved by
AGM-HR & Admin

Receiver's Signature



DEBIT VOUCHER

Voucher No. _____

Date 02/10/2022

At _____

Paid to	Also Charge
Lowiss	from furniture store Shop for
	order to Plot no- 280 of 01-09-2022.
Rupees One hundred and twenty five	
	Rs. 125/-
Paid by	Cash
Cheque No.	Dated
Drawn on Bank	
125/-	

APPROVED BY

ADM-HR & Admin
GATEWAY BY
02 SEP 2022

Receiver's Signature

Prepared by

MPH 3

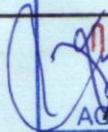
DEBIT VOUCHER

Voucher No. _____

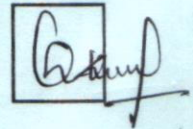
A/c. _____ Date : 05/09/2025

Paid to <u>Auto Charges</u>			Rs.	Ps.
towards <u>from Azamabad to plot NO-280 for</u>			226 =	00
<u>Benz vehicle hand over at fortune ford</u>				
<u>work shop on 01-09-2025</u>				
Rupees <u>Two hundred and twenty Six</u>				
<u>Rupees Only</u>			/	
Cheque No. Dated Drawn on Bank APPROVED BY				
Paid by <u>Cheque</u> <u>Cash</u>			226 =	00

Prepared by


05 SEP 2025
S. JAI KUMAR
 Approved by

Receiver's Signature



DEBIT VOUCHER

Voucher No. _____

Date: 02/09/2022

Rs.	P2	Paid to - Mr. Ganesha
		towards from Amounted to Rs. 10000/-
		for Vehicle hand over of future job
		work stop on 01-09-2022
		Rupees Two thousand and twenty six
		Signature of Employer
Cheque No. _____		Dated _____
Drawn on Bank _____		
APPROVED BY _____		
Paid by _____		Cash _____
Rs. 10000/-		

02 SEP 2022
J. LAKSHMI
ACCOUNTS CLERK

Receiver's Signature

Prepared by

(Signature)

mpm 4

DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 05/09/2025

Paid to <u>Auto Charge</u>	Rs.	Ps.
towards <u>for vehicle pick up at fortune food</u>	/	210 = 00
<u>work shop from My home to Azamabad.</u>		
<u>on 04-09-2025</u>		
Rupees <u>Two hundred and ten Rupees</u>		
<u>Only</u>		
Paid by <u>Cheque</u> <u>Cash</u>	Cheque No. 	Dated
	APPROVED BY	Drawn on Bank
	05 SEP 2025	210 = 00

Prepared by

APPROVED BY
05 SEP 2025
JAI KUMAR
AC/HR & Admin

Receiver's Signature

Signature

DEBIT VOUCHER

Voucher No. _____

Date: 02/04/2022

Paid to	for vehicle pick up at footover point	Rs.	210/-
towards	work stop from my home to the market	Paise	00/-
	CTD 00-04-2022		
	Two hundred and ten Rupees		
	(Only)		
Paid by	Cheque No. _____	Drawn on Bank	210/-
Cash	APPROVED BY		

15 SEP 2022
JAI KUMAR
ADMIN & ACC

Receiver's Signature

(Signature)

Prepared by

5

MPM

DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 05/09/2025

Paid to <u>Auto Charge</u>	Rs.	Ps.
towards <u>for vehicle pick up from My home.</u>	/	231 = 00
<u>to Samath Nagar for Innova Vehicle</u>		
<u>on 05/09/2025</u>		
Rupees <u>Two hundred and Thirty One</u>		
<u>Rupees Only</u>		
Paid by <u>Cheque</u> Cash	Cheque No.	Dated
	Drawn on Bank	231 = 00

Prepared by

APPROVED BY

15 SEP 2025
G. JAINUMAR
AGM-HR & Admin

Receiver's Signature

02/04/2022

2500	P0	20	100
------	----	----	-----

15 SEP 2022

DEBIT VOUCHER

MRM

6

Voucher No. _____

A/c. _____ Date : 05/09/2025

Paid to <u>Auto Charge</u>			Rs.	Ps.
towards <u>from flat NO-280 to my home</u>			61 = 00	/
<u>On 04-09-2025</u>				
Rupees <u>Sixty One Rupees Only</u>				
Paid by <u>Cheque</u> Cash	Cheque No.	Dated	Drawn on Bank	61 = 00

Prepared by

APPROVED BY
11 SEP 2025
Approved by MAR
AGM-PR & Admin

Receiver's Signature

Chand

1045

605-PO-PO (10)

APPROVED BY

SEP 20 1952

2

DEBIT VOUCHER

MPM

Voucher No. _____

A/c. _____ Date : 09-09-2025

Paid to	Refreshment Allowance (Ch. Krishna)			Rs.	Ps.
towards	for pick up ^{to} MD Sir at Shamshabad			175 =	00
	Amount at 4-00 am. Given by Jaikumar Sir.			/	
Rupees	One hundred and Seventy five				
	Rupees Only				
Paid by	Cheque No.	Dated	Drawn on Bank		
Cash				175 =	00

Prepared by

12 SEP 2025
S. JAIKUMAR
AGM-HR & Admin

Receiver's Signature

