Weekly - Petty cash /expense card statement.

Name	D. Shiva Shankar	Statement date	12/09/25
Prepared by	D. Shiva Shankar	Sign	Sn
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHPL	MHPL	FASTag Recharge 7953	2200	☑Y ☐N	☐Y ☑N
2.	MHPL	MHPL	Foxtone Motors Pvt Ltd	27001	☑Y ☐N	☑Y ☐N
3.	MHPL	MHPL	Vehicle cleaning cloth 7953	150	☑Y ☐N	☐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.					☐Y ☐N	☐Y ☐N
11.	Total			29351		

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:	[signature]			
Date:				

APPROVED BY
17 SEP 2025
G. 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

~~MHBVC~~

MHPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 12/09/25

Paid to fASTag Recharge	Rs.	Ps.
towards fASTag Recharge Per M.D. Sir	2200	00
Nichen TS 10 FE 7953		
Rupees Two Thousand Two Hundred		
only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	2200	00

Prepared by

APPROVED BY
12 SEP 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ______________________ Date : 13/05/25

	Rs.	Ps.
Paid to [illegible]		
towards [illegible]	2,200	00
[illegible]		
Rupees Two thousand two hundred only		
Paid by Cash / Cheque — Cheque No. — Dated — Drawn on Bank	2,200	00

Prepared by

Approved by

APPROVED BY 12 SEP 2025

Receiver's Signature

IndusInd Bank FASTag ₹2,000
TS10FE7953

Bill Details

Customer Name : MARTAND

Payment details

saction ID
NX250912120704647103909 41

Bharat Connect Transaction ID
PP015255BX79Q0XOG537

Debited from

XXXXXX5850 ₹2,000

UTR: 401179429607

View History

View Receipt

Split Expense

Share Receipt

पे FASTag Recharge successful
07:22 PM on 11 Sep 2025

FASTag Recharge for

NETC FASTag

IndusInd Bank FASTag ₹200
TS10FE7953

Bill Details

Customer Name : MARTAND

Payment details

Transaction ID
NX25091119220330928403341

Bharat Connect Transaction ID
PP015254BX79Q1HT2257

Debited from

XXXXXX8810 ₹200

UTR: 658699654393

Powered by
UPI YES BANK

MHPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 05/09/25

Paid to FORTUNE MOTORCARS PVT LTD	Rs.	Ps.
towards minor repairs of car INNOVA	27001	00
HYCROSS M.P. SIR CAR		
Rupees Twenty Seven thousand one rupees		
only		
Paid by Cheque/Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	27001	00

APPROVED BY
05 SEP 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by — Approved by — Receiver's Signature

TOYOTA

FORTUNE MOTORCARS PRIVATE LIMITED

FORTUNE TOYOTA

7-2-B, 31/A,

Sanath Nagar,Near Union Bank

Hyderabad,Telangana,500018

CIN No.: Y

Phone No : .

GSTIN 36AAECF9252E1ZM

State Code : 36

☐ ORIGINAL FOR RECIPIENT ☐ DUPLICATE FOR TRANSPORTER ☐ TRIPLICATE FOR SUPPLIER

Tax Invoice No./Sales Invoice No.TXC25-04497(Cash) Reg. No.TS10FE7953

Details of Receiver(Billed To) : A/C

Mr. MODI HOUSING PVT LTD

REP BY SOHAM SATISH MODI 5-4-187/3&4, SOHAM MANSION 2ND FLOOR, MG ROAD, SECUNDERABAD TELANGANA HYDERABAD SECUNDERABAD MG ROAD 500003

MEHER@GMAIL.COM

PAN No :

Policy No :

Mobile 8885583001

Telephone

Fax

GSTIN 36AADCM5906D2ZO

State 36

Details of Consignee(Shipped To)

MODI HOUSING PVT LTD

REP BY SOHAM SATISH MODI 5-4-187/3&4, SOHAM MANSION 2ND FLOOR, MG ROAD, SECUNDERABAD TELANGANA HYDERABAD

MEHER@GMAIL.COM

PAN No :

Policy No :

Mobile 8885583001

Telephone

Fax

GSTIN 36AADCM5906D2ZO

State 36

Invoice Date and Time	04/09/2025 18:40
Mileage In / Ref. Doc.	49608 kms 01/09/2025
Mileage out / Invoice	49608 kms 04/09/2025
SA Code + Name	2500687 BHAGYARAJU
Customer ID	C22039500
Job Type	Customer
Repair Type	Superlight Repair
Delivery Date/Sale	10/03/2023/HY05A
Reference Document	BPJ25-01057
Series	INNOVA HYCROSS
Full Model Code	MAGH10R-APXHBX
External Color	PLATINUM WHITE
VIN No.	MBJABBAA201402851
Engine No.	M20A-NA56410

Place of Supply : TELANGANA Contact Name : MODI HOUSING PVT Contact Phone : 8885583001

Sl.No	Job Code / Part No.	Job Description/Part Name	SAC/HSN	QTY	UOM	Labour / Unit Price	Discount		Taxable Value	Tax Rate (%)			Tax Amount			Amount with Tax
							%	Amount		CGST	SGST	IGST	CGST	SGST	IGST	
Estimate No. BPE25-01096																
Labour charges																
1	52119PNP	Front Bumper Cover - Paint	998729			6,210.00		59.00	6,151.00	9	9	0.0	553.59	553.59	0.0	7,258.18
2	52119PRR	Front Bumper Cover - R&R	998729			660.00		0.00	660.00	9	9	0.0	59.4	59.4	0.0	778.80
3	53801EBR	Frnt Fender Sub Assy RH-Body Repair	998729			1,013.00		0.00	1,013.00	9	9	0.0	91.17	91.17	0.0	1,195.34
4	53801EPR	Frnt Frnder Sub Assy RH- Paint Repair	998729			5,569.00		0.00	5,569.00	9	9	0.0	501.21	501.21	0.0	6,571.42
5	53801EPR	- FRONT RH FENDER R&R						0.00	0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.00
6	67005EBR	Back Door Panel Sub-assy - BR	998729			1,013.00		0.00	1,013.00	9	9	0.0	91.17	91.17	0.0	1,195.34
7	67005EPR	Back Door Panel Sub-assy - PR	998729			6,559.00		0.00	6,559.00	9	9	0.0	590.31	590.31	0.0	7,739.62
8	99TGSR11	TGLOSS Mech Care	998729			639.00		0.00	639.00	9	9	0.0	57.51	57.51	0.0	754.02
Parts charges																
9	A-75441-VT010	PLATE, LUGGAGE COMPT DOOR NAME	87089900	1	N	278.00		0.00	278.00	14	14	0.0	38.92	38.92	0.0	355.84
10	A-75441-VT030	PLATE, BACK DOOR NAME	87089900	1	N	325.00		0.00	325.00	14	14	0.0	45.5	45.5	0.0	416.00
11	A-75441-VT140	PLATE, BACK DOOR NAME	87089900	1	N	325.00		0.00	325.00	14	14	0.0	45.5	45.5	0.0	416.00
12	A-75459-VT060	MARK, TAIL GATE	87089900	1	N	250.00		0.00	250.00	14	14	0.0	35.0	35.0	0.0	320.00

Central GST for Labour @ 9% : 1,944.36
State GST for Labour @ 9% : 1,944.36
Central GST for Parts @ 14% : 164.92
State GST fot Parts @ 14% : 164.92

T-CONNECT
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IRN NO:

Terms & Conditions:
1. Customer has understood the price, fees, all applicable taxes and charging method of the above items and has made the payment thereafter.
2. Customer declares that the repairs/servicing have been rendered by the dealer as per prior indication and to the satisfaction of the customer.
3. Dealer has offered salvage and replaced parts to customer. Unclaimed salvage will be disposed of without any liability and without any further information to the customer.
4. Customer declares that the vehicle is delivered to him by the dealer in the same condition as received from him, along with authorized repairs / servicing, and all the belongings of the customer have been found intact.
5. All disputes shall be subject to exclusive jurisdiction of the courts in the city where this dealer operates.
6. Warranty of the goods is offered to the extent covered under the warranty policy of the manufacturer.
7. Details of invoice should be quoted on all correspondences, advises, challans etc. relating to the invoice.
8. Customer agrees to receive Call/SMS/E-mail/WhatsApp from Dealer/TKM or their service providers related to Services, promotions & surveys.

TOYOTA

☐ ORIGINAL FOR RECIPIENT ☐ DUPLICATE FOR TRANSPORTER ☐ TRIPLICATE FOR SUPPLIER

Tax Invoice No./Sales Invoice No.TXC25-04497(Cash) **Reg. No.TS10FE7953**

FORTUNE MOTORCARS PRIVATE LIMITED

FORTUNE TOYOTA

7-2-B, 31/A,

Sanath Nagar,Near Union Bank

Hyderabad,Telangana,500018

CIN No.: Y

Phone No : .

GSTIN 36AAECF9252E1ZM

State Code : 36

Details of Receiver(Billed To) : A/C

Mr. MODI HOUSING PVT LTD

REP BY SOHAM SATISH MODI 5-4-187/3&4, SOHAM MANSION 2ND FLOOR, MG ROAD, SECUNDERABAD TELANGANA HYDERABAD SECUNDERABAD MG ROAD 500003

MEHER@GMAIL.COM

PAN No :

Policy No :

Mobile 8885583001

Telephone

Fax

GSTIN 36AADCM5906D2ZO

State 36

Details of Consignee(Shipped To)

MODI HOUSING PVT LTD

REP BY SOHAM SATISH MODI 5-4-187/3&4, SOHAM MANSION 2ND FLOOR, MG ROAD, SECUNDERABAD TELANGANA HYDERABAD

MEHER@GMAIL.COM

PAN No :

Policy No :

Mobile 8885583001

Telephone

Fax

GSTIN 36AADCM5906D2ZO

State 36

Invoice Date and Time	04/09/2025 18:40
Mileage In / Ref. Doc.	49608 kms 01/09/2025
Mileage out / Invoice	49608 kms 04/09/2025
SA Code + Name	2500687 BHAGYARAJU
Customer ID	C22039500
Job Type	Customer
Repair Type	Superlight Repair
Delivery Date/Sale	10/03/2023/HY05A
Reference Document	BPJ25-01057
Series	INNOVA HYCROSS
Full Model Code	MAGH10R-APXHBX
External Color	PLATINUM WHITE
VIN No.	MBJABBAA201402851
Engine No.	M20A-NA56410

Place of Supply : TELANGANA Contact Name : MODI HOUSING PVT Contact Phone : 8885583001

Sl.No	Job Code / Part No.	Job Description/Part Name	SAC/HSN	QTY	UOM	Labour / Unit Price	Discount %	Discount Amount	Taxable Value	Tax Rate (%) CGST	SGST	IGST	Tax Amount CGST	SGST	IGST	Amount with Tax

TOYOTA TRUST

BHAGYARAJUCHILKA			Charges							
			Labour	21,663.00	59.00	21,604.00	1944.36	1944.36		25,492.72
			Parts	1,178.00	0.00	1,178.00	164.92	164.92		1,507.84
( )	( )	( )								
Authorised by	Customer	Cashier	Total	22,841.00	59.00	22,782.00	2109.28	2109.28		27,000.56
			Rounding							0.44
			G.Total							27,001.00

Twenty-seven thousand one rupees

Terms & Conditions:
1. Customer has understood the price, fees, all applicable taxes and charging method of the above items and has made the payment thereafter.
2. Customer declares that the repairs/servicing have been rendered by the dealer as per prior indication and to the satisfaction of the customer.
3. Dealer has offered salvage and replaced parts to customer. Unclaimed salvage will be disposed of without any liability and without any further information to the customer.
4. Customer declares that the vehicle is delivered to him by the dealer in the same condition as received from him, along with authorized repairs / servicing, and all the belongings of the customer have been found intact.
5. All disputes shall be subject to exclusive jurisdiction of the courts in the city where this dealer operates.
6. Warranty of the goods is offered to the extent covered under the warranty policy of the manufacturer.
7. Details of invoice should be quoted on all correspondences, advises, challans etc. relating to the invoice.
8. Customer agrees to receive Call/SMS/E-mail/WhatsApp from Dealer/TKM or their service providers related to Services, promotions & surveys.

MHRL
MHRL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 09/09/2025

Paid to Vehicle Cleaning Clothy	Rs.	Ps.
towards for TS10FE7953 Vehicle Order	150 =	00
by Cleaning Clothy with flifcart		
Rupees One hundred. and fifty Rupees Only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	150 =	00

Prepared by Approved by Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date 04/02/2025

Paid to Vehicle Cleaning Cloths	Rs.	Ps.
towards for TS10FE 7953 Vehicle Inside by Cleaning Cloth with [illegible]	150 =	00
Rupees One hundred and fifty Rupees Only		
Paid by Cheque / Cash — Cheque No. ____ Dated ____ Drawn on Bank ____	150 =	00

Prepared by   Approved by   Receiver's Signature

14:56 ···

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↓70% ~~499~~ **₹150**

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