Weekly - Petty cash /expense card statement.

Name	D. Shiva Shankar	Statement date	19/09/25
Prepared by	D. Shiva Shankar	Sign	Shy
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	SOHAM	MODI	SOUTHERN POWER DISTRIBUTION	5872	☑Y ☐N	☐Y ☑N
2.	SOHAM	MODI	Hyderabad METROPOLITON WATER SUPPLY	1229	☑Y ☐N	☐Y ☑N
3.					☐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			7101		

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 19 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

SOHAM MODI

Voucher No. ____________

A/c. ____________ Date : 19/09/25

Paid to SOUTHERN POWER DISTRIBUTION COMPANY	Rs.	Ps.
towards Power Bill Payment of Sri Soham Modi Serv no:- 100415208 19/09/25	5872	00
Rupees five thousand Eight Hundred Seventy Two only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	5872	00

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

Prepared by — Approved by — Receiver's Signature

DEBIT VOUCHER

Soham Mod I

Voucher No. ____________

A/c. ____________ Date : 19/09/25

	Rs.	Ps.
Paid to Southern Power Distribution Company		
towards Power Bill Payment of SPG Soham	5872	00
Mod 3 Service No. [illegible] 19/09/25		
Rupees Five thousand Eight Hundred		
Seventy Two only		
Cheque No. ____ Dated ____ Drawn on Bank ____		
Paid by Cheque / Cash ✓	5872	00

Prepared by

Approved by

APPROVED BY
19 SEP 2025
RAJ KUMAR
AGM-HR & Admin

Receiver's Signature

SOUTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED

Transaction Acknowledgement

Thank you.

Your payment request has been successfully recorded. Please quote your transaction reference number for any queries relating to this request.

Please check TGSPDCL website and confirm payment updation

Transaction Reference Number :	YIC42625648121
Transaction Date and Time :	19-09-2025 13:54:17
Service Number :	100415208
Name :	SRI SOHAM MODI
ERO :	11
Bill Date :	04/09/2025
Due Date :	18/09/2025
Amount :	5872.00
Print	Make Another Payment

Powered by:

BillDesk

DEBIT VOUCHER

SOHAM MODI

Voucher No. ____________

A/c. ____________

Paid to Hyderabad Metropolitan water Supply

towards water Bill Payment of Sri SOHAM MODI 19/09/25

Date : 19/09/25

	Rs.	Ps.
	1229	00
	1229	00

Rupees One thousand Two Hundred Twenty Nine Only

Paid by Cheque / Cash ✓

Cheque No. ____ Dated ____ Drawn on Bank ____

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

Prepared by

Approved by

Receiver's Signature

Voucher No. ____________

A/c. ____________

Paid to: Hyderabad Metropolitan Water Supply ... Date: 19/09/1?

towards: [illegible] water cans [illegible] 19/09/[illegible] [illegible]

Rs.	Ps.
1229	00
1229	00

Rupees One thousand Two Hundred Twenty Nine Only

Paid by Cheque / Cash

Cheque No. | Dated | Drawn on Bank

Prepared by

Approved by

19 SEP

Receiver's Signature

1:58 78%

Bill Payment Successful

01:57 PM on 19 Sep 2025

Water bill paid

Hyderabad Metropolitan Water Supply and Sewerage Board ₹1,229

061131910

Bill Details

Customer Name	:	KESHAVPAL REDDY G.
Bill Number	:	XXXXXX923
Bill Date	:	01-Sep-2025

Payment details

Transaction ID

NX25091913565628982076181

Bharat Connect Transaction ID

PP015262BX6UZ12R0187

Debited from

XXXXXX5850 ₹1,229

UTR: 863748648988

View History | View Receipt | Split Expense | Share Receipt