

Weekly - Petty cash /expense card statement.

Name	D. Suresh Srinivas		Statement date	26/09/25	
Prepared by	D. Suresh Srinivas		Sign	[Signature]	
From period			To period		

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	M 14 SVC	M 14 SVC	FASTOSE PEPPER 9758	500	☒ Y ☐ N	☐ Y ☒ N
2.	M 14 SVC	M 14 SVC	ford ALUMIN	278	☐ Y ☒ N	☐ Y ☒ N
3.	M 14 SVC	M 14 SVC	ford ALUMIN	278	☐ Y ☒ N	☐ Y ☒ N
4.	M 14 SVC	M 14 SVC	ford ALUMIN	278	☐ Y ☒ N	☐ Y ☒ N
5.	M 14 SVC	M 14 SVC	RAPIDO COVER	60	☐ Y ☒ N	☐ Y ☒ N
6.	M 14 SVC	M 14 SVC	AMAZONIN CHEESE	1196	☒ 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			2581		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:	
Approved by:	Div. Manager	Accounts Manager
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

MHSVC

Voucher No. _____

A/c. _____ Date : 26/09/25

Paid to <u>FASTAG Recurs</u>			Rs.	Ps.	
towards <u>FASTAG Recurs for 9788</u>					
			500	00	
Rupees <u>five Hundred Rupees only</u>					
Paid by <u>Cheque</u> <u>Cash</u> ✓	Cheque No.	Dated	Drawn on Bank	500	00

Prepared by Gur

APPROVED
27/09/25
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature

DEBIT VOUCHER

11-12-20

Voucher No. _____

Date: 31/12/20

Paid to towards	Rs. 1000/-		
	1000/-		
	1000/-		
	1000/-		
	1000/-		
Rupees 1000/-			Cheque No. _____
Dated _____			Drawn on Bank _____
Paid by _____			Rs. 1000/-

Receiver's Signature

Approved by

Prepared by

9:25

31%



FASTag Recharge successful

09:23 PM on 25 Sep 2025

FASTag Recharge for



Bajaj Pay FASTag

₹500

ts10ua9758



Bill Details



Customer Name

:

YELLAMLA SOMANNA



Payment details



Transaction ID

NX25092521230909182963871



Bharat Connect Transaction ID

PP015268BX3KB1NET531



Debited from



XXXXXX5850

₹500

UTR: 674659141014



View
History



View
Receipt



Split
Expense



Share
Receipt



Contact PhonePe Support



DEBIT VOUCHER

MA Bole

Voucher No. _____

A/c. _____

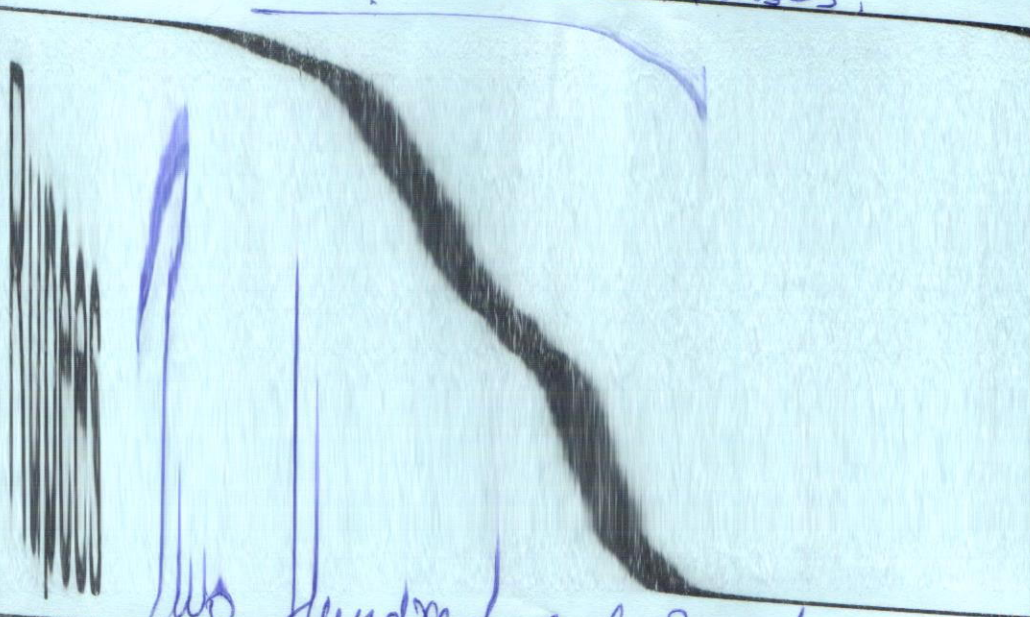
Paid to Food Allowances

Date: 14/09/2025

towards Went to Surnajit for sales.
Site visit for lunch expenses.

Rs. Ps.

275⁰⁰



Two Hundred and Seventy Five
only

Paid by Cheque
Cash

Cheque No.

Dated

Drawn on Bank

275⁰⁰

Somanna

Prepared by

APPROVED BY
[Signature]
26 SEP 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature



DEBIT VOUCHER

MAA 8410

Voucher No. _____

Date _____

10/05/2022

Paid to Food Allowance
 towards Went to Supermarket for Groceries
Gift Visit for Groceries

Rs. 252.00

Two Hundred and Fifty Two Rupees

Paid by Cheque
Cash

Cheque No. _____

Dated _____

Drawn on Bank _____

252.00

Receiver's Signature

Approved by
25 SEP 2022
 Approved by
25 SEP 2022

Prepared by

Voucher No. _____

A/c. _____

Date : 19/09/2025

Paid to <u>Food Allowances</u>		Rs.	Ps.
towards <u>went to Sreyalek with Ahmed</u>		2750	
<u>for site visit 19/09/2025. Food</u>			
<u>Allowances.</u>			
Rupees	<u>Two Hundred and Seventy</u>		
	<u>five only</u>		
Paid by ☒ Cheque ☐ Cash	Cheque No.	Dated	Drawn on Bank

Sourav
Prepared by

APPROVED BY
7 SEP 2025
G. JAY KUMAR
AGM-HR & Admin

Approved by

Receiver's Signat

Voucher No. _____

Am. _____

Date: _____

12/02/2022

Paid to		For 2000	
Towards		for 2000	
Rupees		Two thousand and 00/100	
Five hundred		00/100	
Cheque No.		Dated	
Drawn on Bank		2720	

Receiver's Signature

Approved by

Reported by

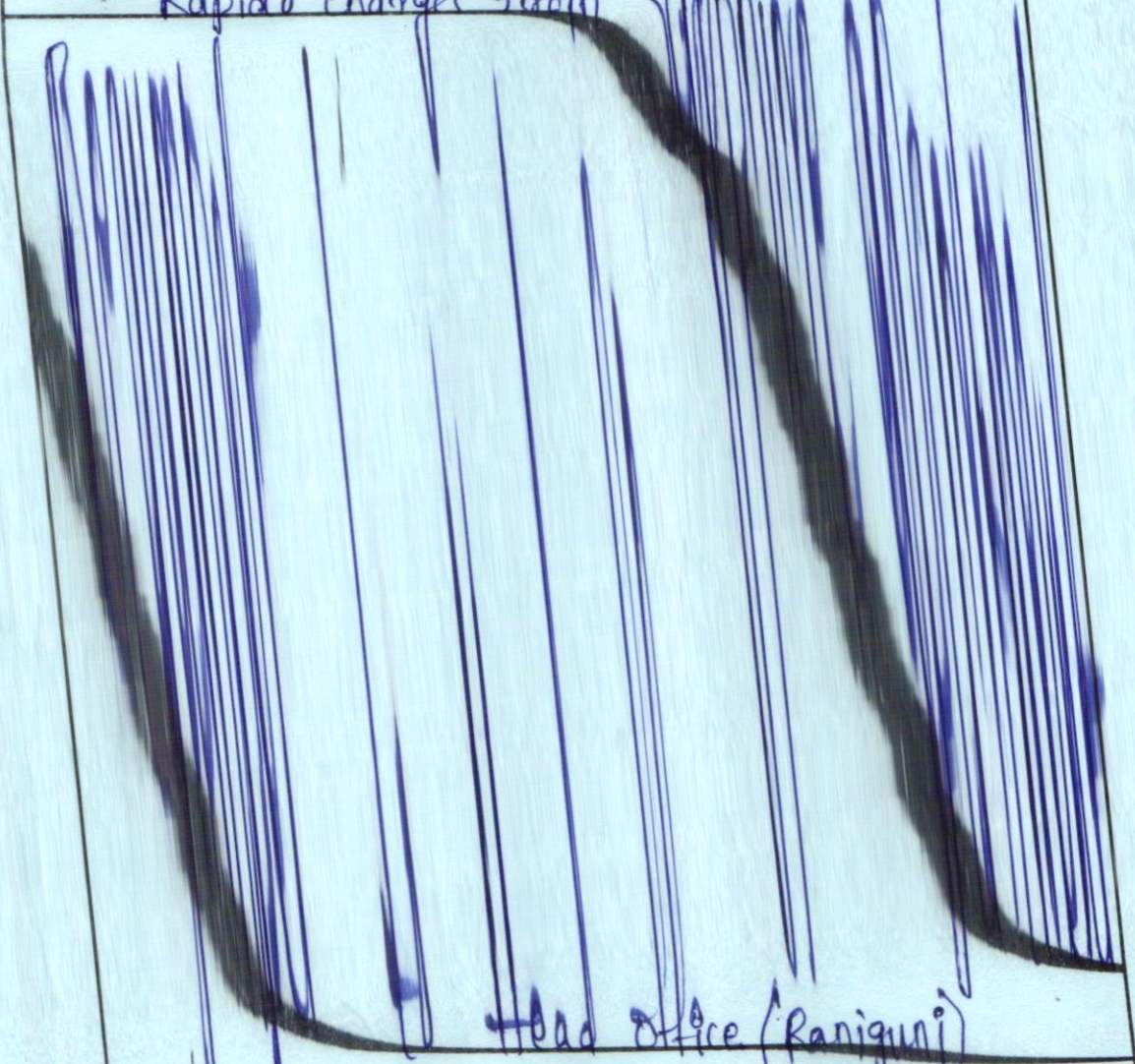
DEBIT VOUCHER

MH8VC

Voucher No. _____

A/c. _____

Date : 25/09/28

Paid to <u>Rapido</u>		Rs.	Ps.
towards <u>Rapido charges from Spinning</u>			
			
<u>Head Office (Ranigumji)</u>		60	00
Rupees	<u>Sixty Rupees only.</u>		
Paid by <u>Cheque</u>	Cheque No.	Dated <u>02/09/25</u>	Drawn on Bank
<u>Cash</u>			
		60	00

Prepared by

APPROVED BY

 7 SEP 2025
 G. JAI KUMAR
 ASM-HR & Admin

Approved by

Receiver's Signature

DEBIT VOUCHER

MH8VC

DEBIT VOUCHER

1142VC

Voucher No

25/09/20

Date

Ac

Part to		Part to
Towards		
Rapid's change form		Rs. 60
Repayment to Head Office		Rs. 00

Prepared by
Rupendra Singh

Paid by
Cash

Check No

Dated

02/09/20

Drawn on Bank

Rs. 60

Receiver's Signature

Approved by

25/09/2020

Prepared by

DEBIT VOUCHER

1142VC

DEBIT VOUCHER

MA8VC

Voucher No. _____

A/c. _____

Paid to Food Allowance Date: 25/9/25

towards Went to Surinder with Almed
for 3rd visit 25/9/25 - Food Allowance

Rs. Ps.

27500

Rupees Two Hundred seventy five

Paid by Cheque

Cheque No.

Dated

Drawn on Bank

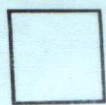
APPROVED BY

26 SEP 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by

Approved by

Receiver's Signature



DEBIT VOUCHER

Voucher No. _____

At _____

Date _____

Rs.	Paid to	for Allowance		
		towards		
P2	25200	for 25/12/2019		
		for 25/12/2019		
8	Rupees	for 25/12/2019		
		for 25/12/2019		
P2	25200	Cheque No.	Dated	Drawn on Bank
P2	25200	Cheque	Dated	Drawn on Bank



Receiver's Signature

Approved by

Prepared by

← Details

 Tickets

Bike Ride



02 Sep 2025 • 03:28 PM

₹60 • Completed

RIDE DETAILS



GVR Plaza

Inner Ring Rd, Old Patigadda, Chikoti Gardens,
Begumpet, Hyderabad, Telangana 500016, India



Soham Mansion

Karbala Maidan, Rani Gunj, Hyderabad,
Telangana 500003, India

Duration

11.3 mins

Distance

5.2 kms

Ride ID

RD17568071110765992

INVOICE

Total fare

₹60.0 ^

Ride Charge

₹54.39

Booking Fees & Convenience
Charges

₹5.61

 Send via Email



DEBIT VOUCHER

MAHAR

Voucher No. _____

A/c. _____

Paid to Amazon.in

Date : 26/9/25

towards

[Large scribbled-out area]
with Bill at shop to Jorappa

Rupees

one Thousand one Hundred with six

Paid by Cheque
Cash

Cheque No.

Dated

Drawn on Bank

APPROVED BY

26 SEP 2025

G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

Prepared by



1,196 W

1196 W

0.000000

25/9/22

Sold By :
M/s Asian Reail Ventures
* GMR Airport City, Survey No. 99/1, Mamidipally
Village, Shamshabad
Hyderabad, Telangana, 500108
IN

Billing Address :
Preethi
3-4-98/1/14, narsimha nagar, uppal
Hyderabad, TELANGANA, 500076
IN
State/UT Code: 36

PAN No: ABAFA8599B

GST Registration No: 36ABAF8599B1ZD

Shipping Address :

Preethi
Preethi
3-4-98/1/14, narsimha nagar, uppal
Hyderabad, TELANGANA, 500076
IN

State/UT Code: 36

Place of supply: TELANGANA

Place of delivery: TELANGANA

Invoice Number : HYD8-26047

Invoice Details : TG-HYD8-142820521-2526

Invoice Date : 03.07.2025

Order Number: 402-0397884-0052318

Order Date: 03.07.2025

Sl. No	Description	Unit Price	Qty	Net Amount	Tax Rate	Tax Type	Tax Amount	Total Amount
1	ASIAN Men's Everest-02 Sports Trekking & Hiking, Walking Shoes with Rubber Outsole & Memory Foam Insole Lace-Up Shoes for Men's & Boy's Grey Orange B0CD452Q6W (EVEREST-02cGRYORNG-10) HSN:64041120	₹1,013.56	1	₹1,013.56	9%	CGST	₹91.22	₹1,196.00
					9%	SGST	₹91.22	
TOTAL:								₹182.44
								₹1,196.00

Amount in Words:

One Thousand One Hundred Ninety-six only

For M/s Asian Reail Ventures:



Authorized Signatory

Whether tax is payable under reverse charge - No

Payment Transaction ID: 1113QmvjbY8JcoDFyN2NQwAG6	Date & Time: 03/07/2025, 21:53:08 hrs	Invoice Value: 1,196.00	Mode of Payment: GiftCard
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