

Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar		Statement date	10-10-2025 Card No.4629 5254 2716 5724	
Prepared by	K Suneel Kumar		Sign		
From period	03-09-2025		To period	09-10-2025	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPPL	MPPL	Airtel sim bill paid at plot no 280	596	☐ Y ☐ N	☐ Y ☐ N
2.					☐ 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			596		

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



Bill Details



Customer Name : Gaurang Mody
Bill Number : MF2636I004664995
Bill Date : 24-Sep-2025
Circle : 104



Payment details



Bill Amount ₹588.82
Platform fee(inclusive of GST) + ₹3
Convenience fee(inclusive of GST) + ₹4.59

Total Amount ₹596.41

Transaction ID

NX25100510244382513512281

Bharat Connect Transaction ID

PP015278BX71J0SXP606



Debited from