Weekly - Petty cash /expense card statement.

Name	D. Swa Swamy	Statement date	24/10/25
Prepared by	D. Swa Swamy	Sign	Sw
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MH SVC	MH SVC	P. Narender Refreshm	825	☐Y ☐N	☐Y ☐N
2.	MH SVC	MH SVC	Transportation Charges	540	☐Y ☐N	☐Y ☐N
3.	MH SVC	MH SVC	RAPIDO Charges Somesh	110	☐Y ☐N	☐Y ☐N
4.	MH SVC	MH SVC	Refreshment Charges	178	☐Y ☐N	☐Y ☐N
5.	MH SVC	MH SVC	FASTag Recharge 3044	2600	☐Y ☐N	☐Y ☐N
6.	MH SVC	MH SVC	Arun door works 3122	450	☐Y ☐N	☐Y ☐N
7.	MH SVC	MH SVC	Lucas Auto Parts Bill No - 0165 3044	4580	☐Y ☐N	☐Y ☐N
8.	MH SVC	MH SVC	Fortune Commercial Van 8387	840	☐Y ☐N	☐Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.	Total			10120/-		

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 24 OCT 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

M1A SVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 15/10/25

	Rs.	Ps.
Paid to P. Narender		
towards Refreshment charges I went to surjapet	275 -	00
site As on dated 26/09/25 / 28/09/25 / 29/09/25	275 -	00
for drop material and pickup purpose.	275 -	00
Rupees Eight hundrend and twenty five rupees only		
— x —		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	825 -	00

APPROVED BY
23 OCT 2025
G. JAI KUMAR
AGM-HR & Admin

M. Shekar

Prepared by — Approved by — Receiver's Signature P. N

MH SVC

DEBIT VOUCHER

Voucher No.

A/c. Shekar | Sandesh Date : 24/10/25

Paid to Transport Charges (Transport Charges)	Rs.	Ps.
towards Transport Charges Charges to	270	00
BADHAMBERPUR New View Pickup of	270	00
23/10/25		
Rupees five Hundred fourty only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	540	00

Prepared by

APPROVED BY
Approved by
24 OCT 2025
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature

MA SVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 15/10/25

Paid to RAPIDO Somesh	Rs.	Ps.
towards RAPIDO Charges from 1to	110	00
to Manipur		
Rupees One Hundred Ten rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	110	00

APPROVED BY
15 OCT 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by Approved by Receiver's Signature

9:39 59%

← **Details**

Bike Ride

13 Oct 2025 • 08:58 PM

₹108

✓ Completed

Address details

Ride ID #RD17603693267170449

12-10-590/97/3
Warasiguda, Padmarao Nagar, Secunderabad, Telangana 500061, India

1-116/2/1
GUlmohar Garden, Chandrapuri Colony, Mallapur, Hyderabad, Secunderabad, Telangan...

24.1 mins • 10.0 kms

Need help?
We're a tap away

INVOICE

Total fare	**₹108.0**
Ride Charge	₹85.13
Booking Fees & Convenience Charges	₹22.87

Send invoice via Email

MH SVL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 21-10-2025

Paid to Refreshment Allowance.	Rs.	Ps.
towards On duty to Shamshabad Airport for MD Sir pickup at 07-00 am to 10 AM Given by MD Sir on 21/10/2025	175 =	00
Rupees One hundred and Seventy five Rupees Only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	175 =	00

APPROVED BY
21 OCT 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by   Approved by   Receiver's Signature

MIASVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 21/10/28

	Rs.	Ps.
Paid to FASTag recharge		
towards FASTag recharge for Bus & VAN	500	00
John 8387	500	00
	100	00
	500	00
Rupees Two thousand Six Hundred only	500	00
	500	00
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	2600	00

Siva

Prepared by

Approved by

Receiver's Signature

3:43 72%

FASTag Recharge successful

08:01 AM on 21 Oct 2025

FASTag Recharge for

HDFC Bank - Fastag **₹500**

TS10UD3044

Bill Details

Payment details

Transaction ID

NX25102108015295388998661

Bharat Connect Transaction ID

PP015294BX4OL0MBA696

Debited from

XXXXX1800025272 ₹500

UTR: 234469207942

View History

View Receipt

Split Expense

Share Receipt

Contact PhonePe Support

Powered by

UPI YES BANK

4:07 51%

FASTag Recharge successful

04:06 PM on 08 Oct 2025

FASTag Recharge for

IndusInd Bank FASTag **₹500**

TS10UB8387

Bill Details

Customer Name : MADDEVOENOLLU

Payment details

Transaction ID

NX25100816060814709246301

Bharat Connect Transaction ID

PP015281BX41I18QD352

Debited from

XXXXX1800025272 ₹500

UTR: 296234610120

View History

View Receipt

Split Expense

Share Receipt

Contact PhonePe Support

पे FASTag Recharge successful
08:56 AM on 18 Oct 2025

FASTag Recharge for

HDFC Bank - Fastag ₹100
TS10UD3044

Bill Details

Customer Name : CHATHIRI KRISHNA

Payment details

Transaction ID
NX25101808562794089263251

Bharat Connect Transaction ID
PP015291BX4T40OU8944

Debited from

XXXXXX5850 ₹100

UTR: 119753869132

Powered by
UPI YES BANK

ICICI Bank

Recharge successful!

₹500

HDFC Bank FASTag

TS 10 UD 3044, CHATHIRI KRISHNA

From MEERIYALA CHANDRAKALA

•••• 5635 Savings a/c

via iMobile

Paid at 03:45PM, 29 Aug '25

B-Connect Txn ID: IC3152410000001D5C15

ICICI Bank

Recharge successful!

₹500

HDFC Bank FASTag

TS 10 UD 3044, CHATHIRI KRISHNA

From MEERIYALA CHANDRAKALA

•••• 5635 Savings a/c

via iMobile

Paid at 08:29AM, 09 Sep '25

B-Connect Txn ID: IC3152520000001DTABM

ASSURED

ICICI Bank

Recharge successful!

₹500

HDFC Bank FASTag

TS 10 UD 3044, CHATHIRI KRISHNA

From MEERIYALA CHANDRAKALA

•••• 5635 Savings a/c

via iMobile

Paid at 08:35AM, 30 Jun '25

B-Connect Txn ID: IC31518100000019HK3N

ASSURED

MH4 SVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 22/10/25

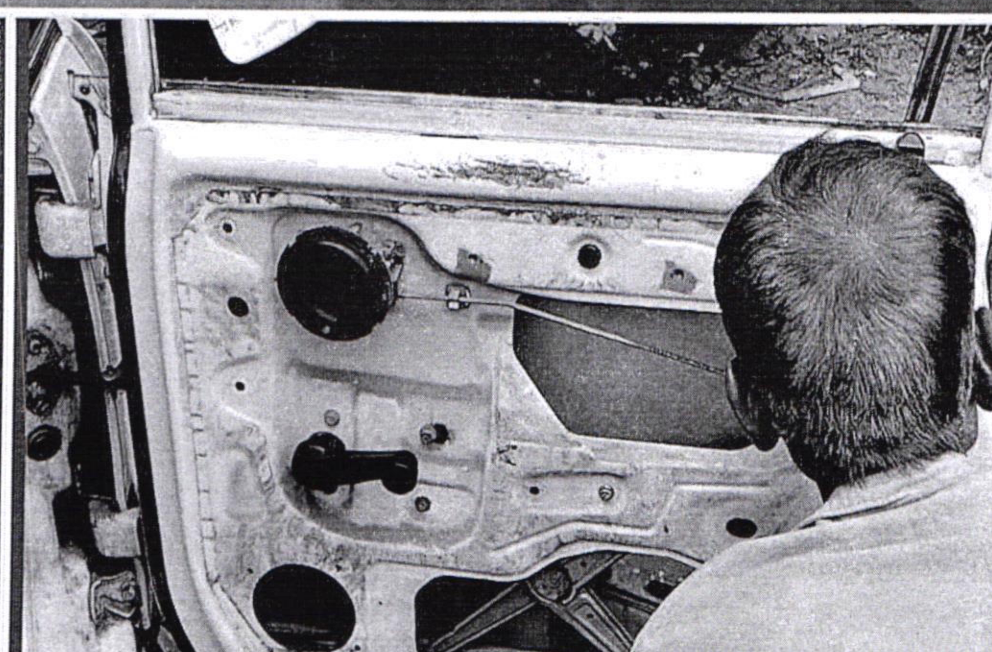
		Rs.	Ps.
Paid to	Arun door works		
towards	work done for Jeetho Vechkal Right side Repair work purpose. TS10UB3122	450—	00
Rupees	four hundrend and fifty Rupees only		
Paid by Cheque / Cash	Cheque No. / Dated / Drawn on Bank	450—	00

m. Shekar

Prepared by

Approved by

Receiver's Signature



DEBIT VOUCHER

MHSVC

Voucher No. ____________

A/c. ____________ Date : 22/10/25

Paid to LUCKY Auto Parts	Rs.	Ps.
towards Purching of LED Lights and horn and bulb and swith and wire for bus Vehclai number : TS10UD3044	4580 —	00
Rupees Four thousand five hundrend and Eighty Rupees only —x—		
Paid by Cheque / Cash ✓ — Cheque No. — Dated — Drawn on Bank	4580 —	00

M. Shelar
Prepared by

APPROVED BY
22 OCT 2025
G. JANARDHAN
AGM-HR & Admin

Approved by

Receiver's Signature

LUCKY AUTO PARTS

LAP

H.O. 1-8-30/1/A, Minister Road Secunderabad, TELANGANA [36], 500003,
Contact Details: luckyautopartstaranjit@gmail.com, 9246288841
GSTIN: 36AAAFL6953F1ZA,
TAX INVOICE

Original for Recipient
Duplicate for Transporter
Triplicate for Supplier

Bill To: **MODI HOUSING PVT.LTD** 9000978917 5-4-187/3&4 IIND FLOOR SOHAM MANSION M.G.ROAD SECUNDERABAD,TELANGANA Secunderabad, TELANGANA, [36], 500003, India **GSTIN: 36AADCM5906D2ZO**	**Invoice No: LAP/25-26/CR/0165** Date: Oct 14 2025 **Ref. SO. No.:** Credit Days: 0 Due Date: Oct 14 2025	Payment Method: Shipping Method: others E-Way Bill: Tracking Number: Contact Person: LAP Contact Number: 9246788811

S.No	Part Name	Part No.	Brand	HSN	GST	Qty	Rate ₹	Taxable Amt. ₹	Net Amt. ₹
1.	BULB, HEAD LAMP (P43T 100/90)	62204	OSRAM	87081090	18.00	2.00	254.24	508.48	**600.00**
2.	ROOTS HORN VIBROSONIC	ROOTS HORN VIBROSONIC	ROOTS	87087099	18.00	2.00	762.71	1525.42	**1800.00**
3.	EXTRA LED FOG LAMP	SUPER 8458	SUPER	8708	18.00	2.00	525.42	1050.84	**1240.00**
4.	4MM WIRE WIRE	1001A	OEM	87081090	18.00	15.00	27.12	406.80	**480.00**
5.	HORN CUTOUT	HRNT554	PMP	8708	18.00	1.00	203.39	203.39	**240.00**
6.	ANUPAM SWITCH	ANUPAM SWITCH	ANUPAM	87081090	18.00	1.00	186.44	186.44	**220.00**
					Total:	**23.00**	**1959.32**	**3881.37**	**4580.00**

HSN	Taxable Amt. ₹	CGST TAX		SGST TAX		IGST TAX		Total Tax
		Rate	Amt. ₹	Rate	Amt. ₹	Rate	Amt. ₹	
87081090	1101.72	9.00 %	99.15	9.00 %	99.15	-	-	198.30
87087099	1525.42	9.00 %	137.29	9.00 %	137.29	-	-	274.58
8708	1254.23	9.00 %	112.89	9.00 %	112.89	-	-	225.78
Totals	**3881.37**		**349.33**		**349.33**			**698.66**

E & OE

Parts Amt.₹	3881.37
Discount Amt. ₹	0.00
Trade Discount. ₹	0.00
Taxable Amt. ₹	3881.37
ADD : CGST	349.33
ADD : SGST	349.33
ADD : IGST	0.00
Sub Total Amt. ₹	**4,580.00**
Rounded off ₹	**0.00**
Total Amt. (Rounded) ₹	**4,580.00**

Invoice Amount In Words: Four Thousand Five Hundred And Eighty Rupees Only

Bank Details : Punjab National Bank | **A/C No** : 3631002100009753 | **IFSC Code** : PUNB0363100

Terms & Conditions :

** No Guarantee for Electrical items.*
** Goods once sold will not be taken back or exchanged.*
** Subject to Hyderabad city jurisdiction only.*
** Manufacturer is responsible for defective* items.

For LUCKY AUTO PARTS

M/s. LUCKY AUTO... Parts & Accessories ... Secunderabad

Customer / Authorized Signatory

Authorized Signatory


SUPER
16 LED LAMP
SUPER
16 LED LAMP
vivo V50
Shekar yadav
10/14/2025 17:18

MHSVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 24/10/25

Particulars		Rs.	Ps.
Paid to	FORTUNE COMMERCIAL VEHICLES		
towards	Purchasing of New FUEL TANK cap set for Jayo Van Vechkal no! TS10UB8387	840 —	00
Rupees	Eight Hundred and forty Rupees only — x — x —		
Paid by ~~Cheque~~ / Cash ✓	Cheque No. / Dated / Drawn on Bank	840 —	00

APPROVED BY
24 OCT 2025
G JAI KUMAR
AGM-HR & ADMIN

m. Shekar

Prepared by

Approved by

Receiver's Signature

FORTUNE COMMERCIAL VEHICLES

ABDULLAHPURMET, NEAR OUTER RING ROAD, HAYATHNAGAR MANDAL
Hayatnagar S.O-501505 TELANGANA
PH No.:7660009771 Email ID : warranty@fortunemahindra.com
GSTIN: 36AADFF7747C2ZG PAN NO.: AADFF7747C CIN:
Authorized Dealer: MAHINDRA & MAHINDRA LTD.(TRUCK AND BUS DIVISION)

TAX INVOICE, issued under Rule 46 of CGST/SGST Rules, 2017

Customer Details

Customer Code : CUS0165534
Customer Name : MODI HOUSING PRIVATELIMITED
GSTIN : 36AADCM5906D2ZO
Bill To : 2ND FLOOR, 5 4 187 3 AND 4, SOHAM MANSION, M G ROAD,SECUNDERABAD, HYDERABAD TELANGANAHYDERABAD TELANGANA 500003
Place of Supply : TELANGANA
State Code : 36
Phone No. : 9874654654
PAN No. : AADCM5906D

Invoice Details

Invoice Status : NEW
Invoice No. : CSCFOH1260001882
Invoice Date : 23/10/2025
Ship To : 2ND FLOOR, 5 4 187 3 AND 4, SOHAM MANSION, M G ROAD,SECUNDERABAD, HYDERABAD TELANGANAHYDERABAD TELANGANA 500003
State : TELANGANA
State Code : 36
Sale Type : WITHIN STATE
Payment Mode : CASH
Vehicle Reg. No. : TS10UB8387
Chassis No. :

Srl.	Part Number	Description	HSN	UOM	Invoiced Qty	Unit Price	Discount	Unit Price After Dis.	Net Taxable Amt.	KFCess	CGST		SGST/UTGST		Total Amount
											%	Amt.	%	Amt.	
1	7311AAP00040N	LOCK CAP FUEL TANK WITH KEY SFT	87089900	EA	1.000	711.72	0.00	711.72	711.72	0.00	9.00	64.05	9.00	64.05	839.82
								Sub Total	711.72			64.05		64.05	839.82

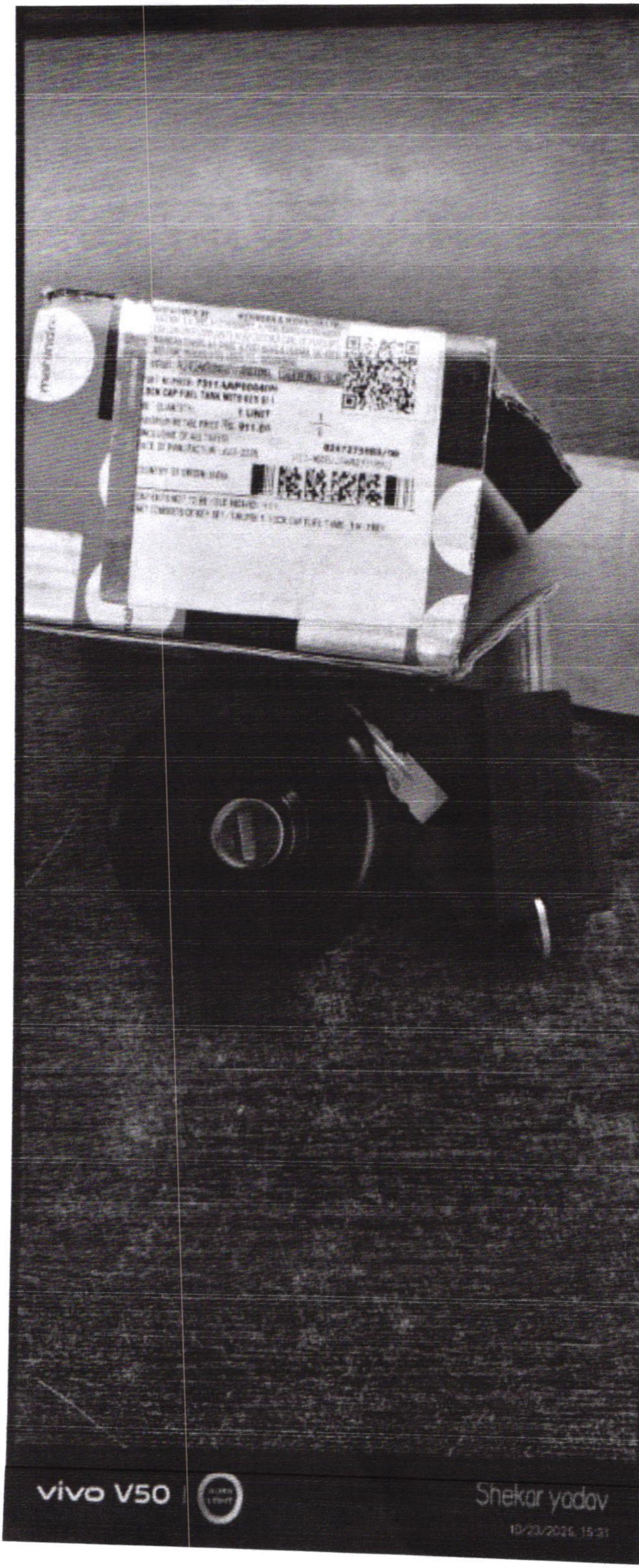
Part KFCESS Amt :	0.00
Part CGST @ 9 % Amt :	64.05
Part SGST/UTGST@ 9 % Amt :	64.05
Total Discount Given :	0.00
Other Charges :	0
Other Charges GST tax 18% :	0
Transportation Charges :	0
Transportation Charges CGST tax 9%:	0
Transportation Charges SGST/UGST tax 9%:	0
TCS :	0.00
Round off :	0.18
Total Amount Payable :	840

Amount in words Rupees Eight Hundred Forty and Zero Paise Only
Whether Tax is Payble on Reverse N

(Customer Signature & Date)

FORTUNE COMMERCIAL VEHICLES
Signature:
Name of Authorised Signatory:
Designation of Authorised Signatory

FORTUNE COMMERCIAL VEHICLE
RECEIVED
Cash/UPI/Online/Card/ Cheque


vivo V50
Shekar yadav