

Weekly - Petty cash / expense card statement.

Name		E Prabhu		Statement date		13/11/25	
Prepared by		Prasanna		Sign		Prasanna	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	CHT BSN Gov		PERM CHARGES TWO CANS MTR	8320	Y N	Y N	
2.	11		Food allowance Snp MTR	4800	Y N	Y N	
3.	11		Loose	3600	Y N	Y N	
4.	11		Toll charges	452	Y N	Y N	
5.	11		14084 RS2	1000	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.	Total						
Amount to be credited by		Transfer to Happy card.		Cash reimbursement,		Transfer to personal a/c.	
Approved by:		Div. Manager		Accounts Manager		MD	
S gm:		Amal 18/11/25					
Date:							

Notes: 1. Scanned copy of this statement to be submitted before 4 PM Friday. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment and 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 6 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 1,00,000 - per week.

Above amount Rs. 18,472/- to be divided equally to.

Gov - Rs. 6,157/-

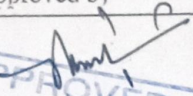
1544V - Rs. 6,157/-

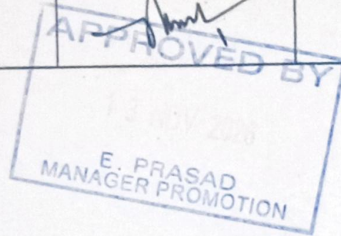
CHT - Rs. 6,158/-

Total - 18,472/-

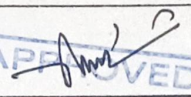
Amal 18/11/25

DEBIT VOUCHER

Company/Firm	CHB BSNL SOW		
Project			
Voucher No.			
Account head			
Paid to	PETROL CHARGES		
Towards/description of work	Promotion Activity NTPE Ramnaguda 10,40 Lacs . X8 PETROL CHARGES TWO CARS PRASAD & PATHAN		
Location of work			
Amount in Rs.	8820/-		
Amount in words	Eight thousands three hundred Twenty only		
Mode of payment			
	Cheque/trf No.	Date 13/11/23	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
CHB			



DEBIT VOUCHER

Company/Firm	CHT BSNL SOU		
Project			
Voucher No.			
Account head			
Paid to	Food allowance		
Towards/description of work	Promotion ADVN 510, Food allowance MTC Ramnaguda		
Location of work			
Amount in Rs.	4800/-		
Amount in words	Four thousand Eight Hundred only		
Mode of payment			
	Cheque/trf No.	Date 13/11/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
CHM			



DEBIT VOUCHER

Company/Firm	C/MT BSV Sol		
Project			
Voucher No.			
Account head			
Paid to	Looze		
Towards/description of work	Looze Portion ACTIVITY NTPC Ramapuram		
Location of work			
Amount in Rs.	3600/-		
Amount in words	Three thousand Six Hundred only		
Mode of payment			
	Cheque/trf No.	Date 13/11/23	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
C/MT BSV	[Signature]		



<prasadenagandula@gmail.com>

**[Payment Receipt] Booking checked-out - Mayura Hotel Grand,
Ramagundam: Booking No.: ASBK6895563**

1 message

OYO Rooms <noreply@oyorooms.com> Fri, Nov 07, 2025 at 11:18 AM

To: prasadenagandula@gmail.com



Dear Prasad

How would you rate your overall stay experience?(5 being the best and 1 being the worst)



1 2 3 4 5

Do give us a chance to host you again. For your next booking, use the OYO app, the website or call on the guest line at +919313931393.

Here are your Booking Details

Mayura Hotel Grand, Ramagundam

CHECK-IN - 07th Nov'25

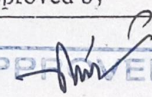
CHECK-OUT - 08th Nov'25

Here are your Payment Details

Room Tariff	Rs.3,600.00
Meal Price	Rs. 0
Total	Rs.3,600.00

Here are our Top Deals

DEBIT VOUCHER

Company/Firm	CHT BGV. SOV		
Project			
Voucher No.			
Account head			
Paid to	TOLL CHARGES		
Towards/description of work	TOLL CHARGES TWO CARS		
Location of work			
Amount in Rs.	7521		
Amount in words	Seven Hundred Fifty Two One		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
CHM			

13 NOV 2001
E. PRASAD
MANAGER PROMOTION

Kotak FASTag:Rs.78.00 paid for Toll at Duddeda To for TS09FC5821 on 07-11-2025@09:09 .Bal.307.00.Log on <https://kotakfastag.in> for disputes.

Kotak FASTag:Rs.72.00 paid for Toll at Renikunta for TS09FC5821 on 07-11-2025@09:52 .Bal.235.00.Log on <https://kotakfastag.in> for disputes.

Kotak FASTag:Rs.76.00 paid for Toll at Basanthnag for TS09FC5821 on 07-11-2025@11:13 .Bal.159.00.Log on <https://kotakfastag.in> for disputes.

Kotak FASTag:Rs.76.00 paid for Toll at Basanthnag for TS09FC5821 on 10-11-2025@06:46 .Bal.583.00.Log on <https://kotakfastag.in> for disputes.

Kotak FASTag:Rs.72.00 paid for Toll at Renikunta for TS09FC5821 on 10-11-2025@07:44 .Bal.511.00.Log on <https://kotakfastag.in> for disputes.

Kotak FASTag:Rs.78.00 paid for Toll at Duddeda To for TS09FC5821 on 10-11-2025@08:48 .Bal.433.00.Log on <https://kotakfastag.in> for disputes.

< CP-KOTAKB-S



Friday, 7 November

Kotak FASTag:Rs.78.00
paid for Toll at Duddeda To
for TS10FC0414 on 07-11
-2025@09:03 .Bal.299.00
.Log on [https://kotakfastag](https://kotakfastag.in)
[.in](https://kotakfastag.in) for disputes.

9:03 am

Kotak FASTag:Rs.72.00
paid for Toll at Renikunta
for TS10FC0414 on 07-11
-2025@09:52 .Bal.227.00
.Log on [https://kotakfastag](https://kotakfastag.in)
[.in](https://kotakfastag.in) for disputes.

9:52 am

Kotak FASTag:Rs.76.00
paid for Toll at Basanthnag
for TS10FC0414 on 07-11
-2025@11:10 .Bal.151.00.Log
on <https://kotakfastag.in> for
disputes.

11:10 am

Saturday, 8 November

Kotak FASTag:Rs.38.00
paid for Toll at Basanthnag
for TS10FC0414 on 08-11
-2025@10:47 .Bal.113.00
.Log on [https://kotakfastag](https://kotakfastag.in)



< CP-KOTAKB-S



for Toll at Basanthnag for
TS10FC0414 on 08-11-2025@10:
47 .Bal.113.00.Log on [https://](https://kotakfastag.in)
kotakfastag.in for disputes.

10:52 am

Kotak FASTag:Rs.72.00 paid
for Toll at Renikunta for
TS10FC0414 on 08-11-2025@11:
58 .Bal.41.00.Log on [https://](https://kotakfastag.in)
kotakfastag.in for disputes.

ALERT: Low Bal Rs.41.00
in Kotak FASTag linked to
Mob 7247 . Recharge NOW
to avoid HOTLISTING. Visit
<https://kotakfastag.in> or Call
[180030069090](https://kotakfastag.in) for queries.

12:08 pm

Rs.500.00 added to your Kotak
FASTag on 08-11-2025@12:23
via Txn ID PP015312BX75E
0YF2291.Bal.541.00.Log on
<https://kotakfastag.in> for details.

12:23 pm

Kotak FASTag:Rs.78.00 paid
for Toll at Duddeda To for
TS10FC0414 on 08-11-2025@13:
05 .Bal.463.00.Log on [https://](https://kotakfastag.in)
kotakfastag.in for disputes.

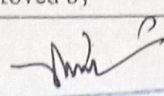
1:13 pm

Kotak FASTag:Rs.80.00 paid for
Toll at Keesara for TS10FC0414
on 08-11-2025@14:15 .Bal.383.00
.Log on <https://kotakfastag.in> for
disputes.

8:18 pm



DEBIT VOUCHER

Company/Firm	CHT Biju Gov		
Project			
Voucher No.			
Account head			
Paid to	Kioske Activit		
Towards/description of work	Kioske Activit RSI MRPL Ramangula		
Location of work			
Amount in Rs.	1000/-		
Amount in words	One Thousand Only		
Mode of payment			
	Cheque/trf No.	Date 13/11/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Gover			

APPROVED BY
13 NOV 2025
E. PRASAD
MANAGER PROMOTION