

Weekly - Petty cash / expense card statement.

Name	E. Rayas	Statement date	13/11/25	
Prepared by	Rayas	Sign	Rayas	
From period	To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount
1.	CHT Brgn fee		Petrol CHARGES Two cans MRP	8320
2.			Food audience SNG MRP	4800
3.	11		Loage	3600
4.	11		Taxi CHARGES	752
5.	11		15000 RS 2	1000
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	Transfer to expense card	Cash reimbursement	Transfer to personal a/c.
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	<i>Amal Rayas</i>	APPROVAL E. RAYAS		
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. 1 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. M/s. approval is required for expenses of over 10,000/- per week.

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

Gov - Rs. 6,152/-

SPRV - Rs. 6,152/-

CHT - Rs. 6,152/-

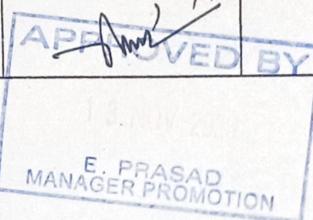
Total - 18,472/-

Amal Rayas

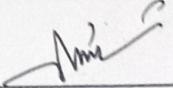
DEBIT VOUCHER

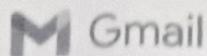
Company/Firm	C/HM B&JN GOV		
Project			
Voucher No.			
Account head			
Paid to	Petrol CHARGES		
Towards/description of work	Petrol Activity NTPC Ramanaguda 10,40 ltrs x 8 Petrol CHARGES TWO CARS Pratas & PATHAN		
Location of work			
Amount in Rs.	8820/-		
Amount in words	Eight thousands seven hundred Twenty only		
Mode of payment	Cheque/trf No.	Date 13/11/23	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
C/HM B&JN	APPROVED BY		
 <p>APPROVED BY E. PRASAD MANAGER PROMOTION</p>			

DEBIT VOUCHER

Company/Firm	C H T B R J N S O U		
Project			
Voucher No.			
Account head			
Paid to	Food allowance		
Towards/description of work	Promotion Activity SNo, Food allowance MTPc Ramanaguda		
Location of work			
Amount in Rs.	4800/-		
Amount in words	Four Thousand Eight Hundred only		
Mode of payment			
	Cheque/trf No.	Date 13/1/25	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
C H T B R J N S O U	 E. PRASAD MANAGER PROMOTION		

DEBIT VOUCHER

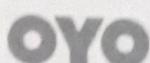
Company/Firm	C M R R J N Jov		
Project			
Voucher No.			
Account head			
Paid to	Lodge		
Towards/description of work	Lodge Provision Activity NTPC Ramanagara		
Location of work			
Amount in Rs.	3600		
Amount in words	Three thousand Six Hundred only		
Mode of payment			
	Cheque/trf No.	Date 13/11/12	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
Y M P R J			



prasadenagandula@gmail.com

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

YOY 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)



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 BGN. Son		
Project			
Voucher No.			
Account head			
Paid to	TOLL CHARGES		
Towards/description of work	TOLL CHARGES TWO CARS		
Location of work			
Amount in Rs.	752/-		
Amount in words	Seven Hundreds Fifty Two Only		
Mode of payment			
	Cheque/trf No.	Date	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
CHM	APPROVED BY		

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.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.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.in>





CP-KOTAKB-S



for Toll at Basanthnag for
TS10FC0414 on 08-11-2025@10:
47 .Bal.113.00.Log on <https://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://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 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://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	C/HT Biju son		
Project			
Voucher No.			
Account head	Microsite Activit		
Paid to			
Towards/description of work	Microsite Activit RS 1 MPE Damanaguda		
Location of work			
Amount in Rs.	1000/-		
Amount in words	One thousand only		
Mode of payment			
Prepared by	Approved by	Receivers Name	Receivers Signature
C. M. P.	<i>[Signature]</i>		

