Weekly - Petty cash /expense card statement.

Name	D. Shine Shameer	Statement date	14/11/28
Prepared by	D. Shine Shameer	Sign	Shy
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	FASTag Recharge 3044	303	☑Y ☐N	☐Y ☑N
2.	MH SVC	MH SVC	FASTag Recharge 8382	203	☑Y ☐N	☐Y ☑N
3.	MH SVC	MH SVC	FASTag Recharge 3044	503	☑Y ☐N	☐Y ☑N
4.	MH SVC	MH SVC	MOHAMMAD AUTO ELECTRICAL Work	1950	☑Y ☐N	☐Y ☑N
5.	MH SVC	MH SVC	Local Parts Shop New Vehicle	2300	☐Y ☑N	☐Y ☑N
6.	MH SVC	MH SVC	NEON MOTORS PVT LTD	7630	☑Y ☐N	☑Y ☐N
7.	MH SVC	MH SVC	FASTag New TG 10T 5808	700	☑Y ☐N	☐Y ☑N
8.	MH SVC	MH SVC	FASTag Recharge 5808	1007	☑Y ☐N	☐Y ☑N
9.	MH SVC	MH SVC	MARRI RAJESH	800	☑Y ☐N	☐Y ☑N
10.				\	☐Y ☐N	☐Y ☐N
11.	Total			15392/-		

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 08 NOV 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

MHSVL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 03/11/24

Paid to FASTag Recharge	Rs.	Ps.
towards FASTag Recharge for bus	303	00
TS10 UD 3044		
Rupees Three Hundred Three Rupees		
only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	303	00

Prepared by   Approved by   Receiver's Signature

9:57 98%

FASTag Recharge successful
09:57 AM on 31 Oct 2025

FASTag Recharge for

HDFC Bank - Fastag ₹303
TS10UD3044

Bill Details

Payment details

Bill Amount	₹300
Platform fee(inclusive of GST)	+ ₹3
Total Amount	**₹303**

Transaction ID
NX2510310957229931329817[1]

Bharat Connect Transaction ID
PP015304BX3TN0RNS796

Debited from
XXXXX1800025272 ₹303
UTR: 333813834907

View History
View Receipt
Split Expense
Share Receipt

DEBIT VOUCHER

MHSVC

Voucher No. ______________

A/c. ______________ Date : 03|11|24

Paid to fASTag recharge	Rs.	Ps.
towards fASTag recharge for mahindra	203	00
~~Jeeto~~ vehicle :- TS 10 UB 8387		
Rupees Two Hundred Three only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	203	00

Srio

Prepared by

Approved by

Receiver's Signature

पे FASTag Recharge successful
01:54 PM on 03 Nov 2025

FASTag Recharge for

IndusInd Bank FASTag ₹203
TS10UB8387

Bill Details

Customer Name	:	MADDEVOENOLLU

Payment details

Bill Amount	₹200
Platform fee(inclusive of GST)	+ ₹3
Total Amount	**₹203**

Transaction ID
NX25110313541995133805601

Bharat Connect Transaction ID
PP015307BX20J12MQ971

Debited from

XXXXXX5850 ₹203

UTR: 823220822539

Powered by
UPI ✓YES BANK

MHSVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 07/11/24

Paid to FASTag	Rs.	Ps.
towards FASTag recharge of bus	503	00
TS10UD3044		
Rupees five Hundred Three only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	503	00

Prepared by

Approved by

Receiver's Signature

5:47 4G 49%

FASTag Recharge successful

08:38 AM on 07 Nov 2025

FASTag Recharge for

HDFC Bank - Fastag	**₹503**
TS10UD3044	

Bill Details

Payment details

Bill Amount	₹500
Platform fee(inclusive of GST)	+ ₹3
Total Amount	**₹503**

Transaction ID

NX25110708382553331318221

Bharat Connect Transaction ID

PP015311BX4WU0O06437

Debited from

XXXXX1800025272 ₹503

UTR: 751290372618

View History

View Receipt

Split Expense

Share Receipt

MH SVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 05/11/25

Paid to MOHAMMAD AUTO ELECTRICAL works	Rs.	Ps.
towards purchasing of Housing wiring set →	1600	00
LED Light Fitting work Laser work →	350	00
Rupees one thousand Nine Hundred		
fifty only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	1950	00

Prepared by Approved by Receiver's Signature

MOHAMMAD
AUTO ELECTRICAL WORKS

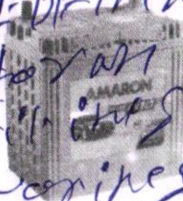
All Vehicles, Wiring Checkup, New Wiring, Alternators, Self Motors, Repairing
SPECIALIST IN : IMPORTED & INDIAN ALTERNATORS
E.C.M. REPAIRING AND SCANNING

Main Road, Turkapally (Mandal), Shamirpet (Dist) Medchal-500101

No.

M/s. TS10 UP 3044 Vehcile No. 3/11/25

Sl. No.	PARTICULARS			
(1)	Hole wairines LEDFibines Edoyan Fitings wairines chakings			1600
				1600



Note : Goods once sold will not be taken back.

DEBIT VOUCHER

MIA SVC

Voucher No. ____________

A/c. ____________ Date : 05/11/25

Paid to Lolar Paint Shop	Rs.	Ps.
towards New Mandom HQ-IO Veerwin	2300	00
Painting working 04/11/25		
Rupees Two thousand Three Hundred		
Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	2300	00

Prepared by   Approved by   Receiver's Signature

Lohare Patur

Yello Paint

DEBIT VOUCHER

MHSVC

Voucher No. ______________

A/c. ______________ Date : 07/11/25

Paid to NEON MOTORS PVT LTD		
towards General Servicing of MAHINDRA JEETO TS10UB3123	Rs.	Ps.
	7630	00
Rupees Seven ~~Hundred~~ Thousand Six Hundred Thirty only		
Paid by Cheque / Cash Cheque No. ____ Dated ____ Drawn on Bank ____		
	7630	00

Prepared by

Approved by

Receiver's Signature

NEON MOTORS PVT LTD

SURVEY NO26,MRR ESTATES,OPPOSITE CPRI,MEDIPALLY,HYDERABAD, TELANGANA-500098

Dealer GSTIN : 36AAECN0650N1ZB | **Tax Invoice** | Dealer State Code : 36

(Invoice issued under Rule 46 of CGST/SGST Rules, 2017.)

BILL TO	VEHICLE INFO	INVOICE INFO
Cust. GSTIN : 36AADCM5906D2ZO State Cd. : 36 Cust. Code : C250212044 Name : MODI HOUSING PRIVATE LIMITED Address : REP BY GAURANG MODI H NO 5-4-187/3 Telangana PIN:500003 State : Telangana Phone : 9290536300 Pan No. :	Reg No : TS10UB3123 Model : MAHINDRA JEETO X7-16 BSIV Chass No : H3M77697 Engine No. : XXXXX Sold Date : 03-JAN-18 00:00:00 Pay Mode : Cash Key Account : Leasing Client : K_Part%: 0 K_Labour%:0 Mileage : 89816	GST Invc No. : RBC26T007906 GST Invc Dt : 01-NOV-25 12:59:46 RO No. : RO26T005977 RO Date : 28-OCT-25 16:30:00 SA Name : NAKKA NAVEEN KUMAR Service Type : PAID SERVICE Sale Type : Within State Voucher ID : Dealer Pan : AAECN0650N Process Name : RO Bill Place of Supply : Telangana

IRN : be6324461deec0880512046574bc7835b9756181b214006cc9657b2657a296d2

Maintenance & Repair

Sr.No.	Part No/Lab code	Part/Lab Description	HSN/SAC	Qty.	Unit	Rate(per item)	Total	Disc.	Taxable value	CGST Rate%	CGST Amnt.	SGST Rate%	SGST Amnt.
	Part Details :												
1	0303BAU00261N	OIL FILTER	84212300	1	EA	106.78	106.78	5.34	101.44	9	9.13	9	9.13
2	1703AAA02040N	BULB	85392940	2	EA	26.27	52.54	2.63	49.91	9	4.49	9	4.49
3	0802BA2680N	PLASTIC BUSH CLUTCH	87089300	4	EA	13.56	54.24	2.71	51.53	9	4.64	9	4.64
4	EOVULTRA20	MAXIMILE ULTRA V4 2 L	27101972	.13	EA	877.97	114.14	5.71	108.43	9	9.76	9	9.76
5	TMOUV2SYN10	MAXIMILE SYNCHRO UV2 1 L	27101972	1	EA	347.46	347.46	17.37	330.09	9	29.71	9	29.71
6	0313AAU03331N	FILTER ELEMENT AIR CLEANER	84213920	1	EA	342.37	342.37	17.12	325.25	9	29.27	9	29.27
7	TMOUV2SYN025	MAXIMILE SYNCHRO UV2 250 ML	27101972	1	EA	93.22	93.22	4.66	88.56	9	7.97	9	7.97
8	1001CAB00411N	FUEL FILTER ASSY	84212300	1	EA	731.36	731.36	36.57	694.79	9	62.53	9	62.53
9	0503AAA06390N	WHEEL BOLT	73181500	2	EA	39.83	79.66	3.98	75.68	9	6.81	9	6.81
10	1703AAA02050N	Ravi bulb 12 volt-21 watt (Reverse N Dir	85392120	3	EA	21.19	63.57	3.18	60.39	9	5.44	9	5.44
11	EOVULTRA10	MAXIMILE ULTRA V4 1 L	27101972	2	EA	443.22	886.44	44.32	842.12	9	75.79	9	75.79
12	0802BAA08280N	ASSY RETURN SPRING CLUTCH	87089300	1	EA	36.44	36.44	1.82	34.62	9	3.12	9	3.12
13	1801FA1171N	MINI FUSE 10A	85361020	5	EA	8.47	42.35	2.12	40.23	9	3.62	9	3.62
14	0703CD0920N	REVERSE LAMP SWITCH NGT 520	85365090	1	EA	187.29	187.29	9.36	177.93	9	16.01	9	16.01
15	0311AAC00260N	CU NON ASBESTOS WASHER DIA. 16	73182200	1	EA	8.47	8.47	.42	8.05	9	0.72	9	0.72
16	SF0313002	Nut	73181600	5	EA	6.78	33.90	1.7	32.20	9	2.90	9	2.90
17	0038525	TIE CLIP	73182990	7	EA	8.47	59.29	2.96	56.33	9	5.07	9	5.07
		Maintenance & Repair Sub Total					3,239.52	162	3,077.55		276.98		276.98

Optional Services

Sr.No.	Part No/Lab code	Part/Lab Description	HSN/SAC	Qty.	Unit	Rate(per item)	Total	Disc.	Taxable value	CGST Rate%	CGST Amnt.	SGST Rate%	SGST Amnt.
	Part Details :												

NEON MOTORS PVT LTD

SURVEY NO26,MRR ESTATES,OPPOSITE CPRI,MEDIPALLY,HYDERABAD, TELANGANA-500098

Dealer GSTIN :36AAECN0650N1ZB

Tax Invoice

Dealer State Code : 36

(Invoice issued under Rule 46 of CGST/SGST Rules, 2017.)

1	MCBWAN250ML	MAXICARE BATTERY WATER AUTONATION	28539010	1	EA	18.64	18.64	.93	17.71	9	1.59	9	1.59
2	CW001	Local Spare Part Maxicare Products-COTTONWASTEGLOVESAND PROVECTIVECOV	98059000	200	g	0.24	48.00	2.4	45.60	2.5	1.14	2.5	1.14
Optional Services Sub Total							66.64	3	63.31		2.73		2.73

Part Total Items : 19 Part Net Qty : 239.13	Total Round of Amount	3,700.28 -0.28
Rupees Three Thousand Seven Hundred Only	**Grand Total**	**3,700.00**

Declaration :

Customer Name : MODI HOUSING PRIVATE LIMITED

Customer Signature :

Authorized Signature :

Whether tax is Payable on reverse charges : NO

Electronic Reference Number : RBC26T007906

Date : 01-NOV-25 12:59:46

GST Summary

Sharing %	Labour	Goods
Central GST 2.5%	0.00	1.14
Central GST 9%	0.00	278.57
State GST 2.5%	0.00	1.14
State GST 9%	0.00	278.57
Total	0.00	559.42

Want to give a suggestion or share a feedback about dealership experience? You can reach out to Mahindra & Mahindra Ltd
Email: customercare@mahindra.com,
24x7 Toll free: 18002096006,
Twitter Scan:

NEON MOTORS PVT LTD

SURVEY NO26,MRR ESTATES,OPPOSITE CPRI,MEDIPALLY,HYDERABAD, TELANGANA-500098

Dealer GSTIN :36AAECN0650N1ZB **Tax Invoice** **Dealer State Code : 36**

(Invoice issued under Rule 46 of CGST/SGST Rules, 2017.)

BILL TO	VEHICLE INFO	INVOICE INFO
Cust. GSTIN : 36AADCM5906D2ZO **State Cd.** : 36 **Cust. Code** : C250212044 **Name** : MODI HOUSING PRIVATE LIMITED **Address** : REP BY GAURANG MODI H NO 5-4-187/3 Telangana PIN:500003 **State** : Telangana **Phone** : 9290536300 **Pan No.** :	**Reg No** : TS10UB3123 **Model** : MAHINDRA JEETO X7-16 BSIV **Chass No** : H3M77697 **Engine No.** : XXXXX **Sold Date** : 03-JAN-18 00:00:00 **Pay Mode** : Cash **Key Account** : **Leasing Client** : **K_Part%:** 0 **K_Labour%:0** **Mileage** : 89816	**GST Invc No.** : RBC26T007907 **GST Invc Dt** : 01-NOV-25 12:59:46 **RO No.** : RO26T005977 **RO Date** : 28-OCT-25 16:30:00 **SA Name** : NAKKA NAVEEN KUMAR **Service Type** : PAID SERVICE **Sale Type** : Within State **Voucher ID** : **Dealer Pan** : AAECN0650N **Process Name** : RO Bill **Place of Supply** : Telangana

IRN : 368282df89df7b4a5ed43239b77948a2bf99e28c4ccab9cadb0ab90ba0cb595b

Maintenance & Repair

Sr.No.	Part No/Lab code	Part/Lab Description	HSN/SAC	Qty.	Unit	Rate(per item)	Total	Disc.	Taxable value	CGST Rate%	CGST Amnt.	SGST Rate%	SGST Amnt.
	Labour Details												
1	MAT-DIAG	Vehicle diagnostics charges	998729	-	-	-	1,500.00	150	1,350.00	9	121.50	9	121.50
2	MAT-UBWASH	Underbody Wash	998729	-	-	-	350.00	35	315.00	9	28.35	9	28.35
3	TRS-0020	REVERSE SWITCH - R NR	998729	-	-	-	17.50	1.75	15.75	9	1.42	9	1.42
4	CLU-0330	CLUTCH RELEASE CROSS SHAFT BUSH - R NR	998729	-	-	-	122.50	12.25	110.25	9	9.92	9	9.92
5	CLU-0130	CLUTCH PEDAL SPRING - R NR	998729	-	-	-	17.50	1.75	15.75	9	1.42	9	1.42
	Maintenance & Repair Sub Total						2,007.50	201	1,806.75		162.61		162.61

Optional Services

Sr.No.	Part No/Lab code	Part/Lab Description	HSN/SAC	Qty.	Unit	Rate(per item)	Total	Disc.	Taxable value	CGST Rate%	CGST Amnt.	SGST Rate%	SGST Amnt.
	Labour Details												
1	MCT-MC053MC	Maxicare Engine Coating System	998729	-	-	-	507.62	50.76	456.86	9	41.12	9	41.12
2	MCT-MC113MC	Maxicare Silencer Coating	998729	-	-	-	931.36	93.14	838.22	9	75.44	9	75.44
3	MCT-MC143MC	Maxicare Mech Care	998729	-	-	-	253.39	25.34	228.05	9	20.52	9	20.52
	Optional Services Sub Total						1,692.37	169	1,523.13		137.08		137.08

Part Total Items : 0	Total	3,929.26
Part Net Qty : 0	Round of Amount	-0.26
Rupees Three Thousand Nine Hundred And Twenty Nine Only	**Grand Total**	**3,929.00**

Declaration :

Customer Name : **MODI HOUSING PRIVATE LIMITED**

Customer Signature :

Authorized Signature :

Whether tax is Payable on reverse charges : NO

NEON MOTORS PVT LTD

SURVEY NO26,MRR ESTATES,OPPOSITE CPRI,MEDIPALLY,HYDERABAD, TELANGANA-500098

Dealer GSTIN : 36AAECN0650N1ZB

Tax Invoice

Dealer State Code : 36

(Invoice issued under Rule 46 of CGST/SGST Rules, 2017.)

GST Summary		
Sharing %	**Labour**	**Goods**
Central GST 9%	299.69	0.00
State GST 9%	299.69	0.00
Total	599.38	0.00

Want to give a suggestion or share a feedback about dealership experience? You can reach out to Mahindra & Mahindra Ltd
Email: customercare@mahindra.com,
24x7 Toll free: 18002096006,
Twitter Scan:

MH SVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 10/11/25

Paid to FASTag new	Rs.	Ps.
towards new FASTag purchasing to	700	00
Mahindra FURIO Vehicle - TG10T5808		
Rupees Seven Hundred Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. — Dated — Drawn on Bank	700	00

APPROVED BY
13 NOV 2025
G. SRI KUMAR
AGM-HR & Admin

Prepared by

Approved by

Receiver's Signature

2:21 m 4G 71%

← SHAKER HO
2 photos

MHSVC

DEBIT VOUCHER

Voucher No. ________________

A/c. ________________ Date : 10/11/25

Paid to fASTag Recharge	Rs.	Ps.
towards fASTag recharge for new Mahindra	1003	00
BOLERO TG10T5808		
Rupees One thousand Three Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	1003	00

Prepared by

APPROVED BY
13 NOV 2025
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature

11:02 51%

FASTag Recharge successful

11:01 PM on 08 Nov 2025

FASTag Recharge for

Airtel Payments Bank NETC FASTag — **₹1,003**

tg10t5808

Bill Details

Customer Name :	GAURANG MODY

Payment details

Bill Amount	₹1,000
Platform fee(inclusive of GST)	+ ₹3
Total Amount	**₹1,003**

Transaction ID

NX25110823014741959718791

Bharat Connect Transaction ID

PP015312BX1NU1RZ5933

Debited from

XXXXXX5850 ₹1,003

UTR: 791073033050

APPROVED BY

13 NOV 2025

G. JAI KUMAR
AGM-HR & Admin

MH SVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 10/11/25

Paid to MARRI RAJESH	Rs.	Ps.
towards Road TAX Payment of FUERO	700	00
Vehicle TG10T5808 AC Cheekup	100	00
Rupees Eight Hundred Rupees Only		
Paid by Cheque / Cash ✓ — Cheque No. — Dated — Drawn on Bank	800	00

APPROVED BY
13 NOV 2025
G. JAI KUMAR
AGM-HR & Admin

Prepared by — Approved by — Receiver's Signature

पे

Transaction Successful
05:57 PM on 09 Nov 2025

Paid to

MR

MARRI RAJESH ₹700
marrirajesh20142@ybl

Banking Name : Marri Rajesh

Transfer Details

Transaction ID
T2511091757267256078081

Debited from

XXXXXX0521 ₹700

UTR: 261636607890

Powered by
UPI AXIS BANK