Weekly - Petty cash /expense card statement.

Name	D. Siva Shankar	Statement date	14/11/25
Prepared by	D. Siva Shankar	Sign	Siva
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	ADHINANDAN FUEL STATION	1550	☑Y ☐N	☐Y ☑N
2.	MH SVC	MH SVC	FASTAG RECHARGE 5808	3006	☑Y ☐N	☐Y ☑N
3.	MH SVC	MH SVC	GOPI TYRE WORKS (Shankar)	100	☑Y ☐N	☐Y ☑N
4.	MH SVC	MH SVC	REFRESH MENT CHARGE (Shankar)	980	☐Y ☑N	☐Y ☑N
5.	MH SVC	MH SVC	RAPIDO CHARGE (Shankar)	130	☑Y ☐N	☐Y ☑N
6.	MH SVC	MH SVC	GOVERNMENT OF ANDHRA PRADESH (Shankar)	700	☑Y ☐N	☐Y ☑N
7.	MH SVC	MH SVC	RAPIDO CHARGE SOMESH	253	☑Y ☐N	☐Y ☑N
8.	MH SVC	MH SVC	FOOD ALLOWANCE (Shankar)	145	☐Y ☑N	☐Y ☑N
9.	MH SVC	MH SVC	M. SHANKAR NEW VEHICLE ROOTS	1200	☐Y ☑N	☐Y ☑N
10.	MH SVC	MH SVC	R.M. ASSY RADIUS WORK	2600	☑Y ☐N	☐Y ☑N
11.						
Total				10664		

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

Notes: 1. Scanned copy of this statement to be submitted 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 [illegible] 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

MHSVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 12/11/25

Paid to ADHINANDAN FUEL STATION	Rs.	Ps.
towards Purchase of ADD BLUE OIL	1550	00
Div no: 2684		
Rupees one thousand five hundred		
fifty only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	1550	00

APPROVED BY
12 NOV 2025
G. [illegible]KUMAR
AGM-HR & Admin

Prepared by Approved by Receiver's Signature

CASH BILL
ABHINANDAN FUEL STATION
Dealers : Bharat Petroleum Corporation Ltd.
Sy. No. 51 & 52, Muraharipally Vill.
Shameerpet Mandal, Medchal Dist.,
TELANGANA.

Bharath Petroleum

Pure for Sure

Bill No. 2684

Name MHBVC

Date : 18/10/24

3044 No.

Particulars	Qty.	Amount Rs. Ps.
HSD / Diesel ADD Blue OIL		
MS/Petrol		1550
Oils / Lubes		
TOTAL		1550

TIN : 36411476844

Signature

MH SVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 13/11/28

Paid to FASTag recharge	Rs.	Ps.
towards FASTag recharge for new Mahindra	2003	00
Furio vehicle - TG 10 T ~~[illegible]~~ 5808	1003	00
Rupees Three thousand six rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	3006	00

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

Prepared by

Approved by

Receiver's Signature

3:03

FASTag Recharge successful
03:03 PM on 13 Nov 2025

FASTag Recharge for

Airtel Payments Bank NETC FASTag **₹2,003**
tg10t5808

Bill Details

Payment details

Bill Amount	₹2,000
Platform fee(inclusive of GST)	+ ₹3
Total Amount	**₹2,003**

Transaction ID
NX25111315030203327915341

Bharat Connect Transaction ID
PP015317BX3XN15TH854

Debited from
XXXXXX5850 ₹2,003
UTR: 403541108445

View View Split Share

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

MIASvc

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 12/11/25

Paid to GOPI TYRE WORKS	Rs.	Ps.
towards Airchecup and Airfiter cleing of new Furio vehicle no : TG10T5808	100—	00
Rupees One hundred rupees only		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	100—	00

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

M. Shekar

Prepared by — Approved by — Receiver's Signature

ESIKA - ARPITHA

Ⓒ : 9959151349

GOPI TYRE WORKS

KLR, Cherlapally, Hyderabad.

No. 3298 Date : 08/11/25

M/s. / Sri MHSVC 5808

Vehicle No

S.No.	TYPE OF WORK	AMOUNT Rs.	Ps.
1	TUBES PUNCTURE		
2	FLAPS		
3	TYRE PUNCTURE		
4	GATTER		
5	FITTING		
6	AIR CHECKING	50 –	00
7	NUT BOLTS		
8	TYRE PATCHING		
9	GREASING		
10	VALVE SEAT		
11	NOZZLE		
12	RING SET		
13	OLD TYRE SALE		
	Air filter cleaning	50 –	00
	TOTAL	100 –	–

Tyre retrading work also undertaken

GOPI PILLAI

Manager

M.H SVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 12/11/25

Paid to M. Shekar	Rs.	Ps.
towards Refreshment charges As I went to Amtz site	450 —	00
For drop material and pick up purpose As on dated	450 —	00
09/11/25 (sunday) to 11/11/25 morning.	80 —	00
Rupees nine hundred and Eighty Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	980 —	00

APPROVED BY

1 0 NOV 2025

G. JAI KUMAR
AGM-HR & Admin

Prepared by   Approved by   Receiver's Signature

M14 SVC

DEBIT VOUCHER

Voucher No: ____________

A/c. ____________ Date : 12/11/25

Paid to M. Shekar (Rapido charges)	Rs.	Ps.
towards Transportion charges from MHTR Rampallay to G.M.R As on date! 11/11/25	130 —	00
Rupees one hundrend and thirty rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	130 —	00

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

M. Shekar
Prepared by

Approved by

Receiver's Signature

Paytm

Money Sent Successfully

₹130

Rupees One Hundred Thirty Only

To: Banothu Jigender

BJ

UPI ID:

jigenderbanoth4-1@okicici

From: Maddevoenollu Shekar

9

Yes Bank - 5824

UPI Ref No: 392097031077

10:53 AM, 11 Nov 2025

Powered by UPI | YES BANK

Booking History

rapido

Customer Name	maddevoenollu shekar yadav
Ride ID	RD17628372953846108
Driver name	Banoth Jigender
Vehicle Number	TS11UC6308
Mode of Vehicle	Auto
Time of Ride	Nov 11th 2025, 10:35 AM

Selected Price

₹ 129

Hno 9-7/15/A/1, 2nd line, Srimitra enclave, Secunderabad, Telangana 501302, India

BLOCK-C, Krishna Nagar, Moula Ali, Secunderabad, Telangana 500040, India

This document is issued on request by the passenger. Rapido does not collect any fee/commission from passengers and shall not issue tax invoices to the passengers under this segment. The document may be used for all official / reimbursement purposes.

*Selected Price refers to the initial price decided between User and Drivers from the estimated price range

MIA SVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 12/11/25

Paid to GOVERNMENT of Andhra Pradesh (m. shekar)	Rs.	Ps.
towards Amount paid for Border check Post	700 —	00
for New Furio vehicle of A.P Permit Purpose		
vehicle no: TG10 T 5808		
Rupees seven hundrend Rupees. only		
Paid by Cheque / Cash — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	700 —	00

m. shekar

Prepared by

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

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

GOVERNMENT OF ANDHRA PRADESH

Department of Transport

Checkpost Tax e-Receipt(Single Journey)

Registration No.	: TG10T5808	**Receipt No.**	: APR2511090964365
Owner Name.	: MOXXXXXXXXXXXXXXXXXD	**Chassis No.**	: MAXXXXXXXXXXXXXXX
Tax Mode	: WEEKLY	**Vehilce Type**	: TRANSPORT
Vehicle Class	: GOODS CARRIER	**Vehicle Category**	: LIGHT GOODS VEHICLE
Mobile No.	: 7036460695	**CheckPost Name**	: JEELUGUMILLI
Gross Vehicle Wt(In. Kg)	: 7490	**Unladen Wt(In Kg.)**	: 0
Bank Ref. No.	: 90138664402025	**Payment Mode**	: ONLINE
Permit Validity	:	**Fitness Validity**	: 05-NOV-2027
Insurance Validity	: 21-OCT-2026	**PUCC Validity**	:
Service Type	: Goods Service	**Permit Type**	: TEMPORARY PERMIT
Name of Goods	: OTHER	**Route**	: ALL ROUTES IN ANDHRA PRADESH STATE ROADS

Tax/Fee Particular	Tax/Fees	Fine	Total
Permit Fee (09-11-2025 To 15-11-2025)	200	0	200
MV Tax (09-11-2025 To 15-11-2025)	300	0	300
Service/User Charge (09-11-2025 To 15-11-2025)	100	0	100
Tax Token Fee (09-11-2025 To 15-11-2025)	20	0	20

Grand Total : 620/- Six Hundred Twenty Rupees Only

Note :

Terms and Conditions:

1. This is a computer generated printout and no signature is required.
2. Should not carry unlawful/unaccompanied goods.
3. If any false information/discrepancies are found at later, necessary action will be taken against the vehicle owner/driver.

Scan the QR code for genuinity of the receipt, It should land at https:// kms.parivahan.gov.in site. In case the URL is different, then receipt could be a fake one, please raise a complain.

DEBIT VOUCHER

MASVC

Voucher No. ____________

A/c. ____________ Date : 29/10/28

Paid to RAPIDO	Rs.	Ps.
towards RAPIDO charge UP & Down	120	00
Somesh on 17/10/28, 26/10/28	133	00
Rupees Two Hundred fifty Three only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	253	00

Prepared by   Approved by   Receiver's Signature

← **Details**

Bike Lite Ride

17 Oct 2025 • 10:35 AM

₹120

✓ Completed

Address details

Ride ID #RD17606775224789323

5-221/2, 5-221/2, NFC Rd
Tirumala Nagar, Moula Ali, Secunderabad, Telangana 500040, India

Soham Mansion, 5-4-187
Mahatma Gandhi Rd, Karbala Maidan, Rani Gunj, Hyderabad, Telangana 500003, India

34.4 mins • 12.6 kms

Need help?
We're a tap away

INVOICE

Total fare	**₹120.0**
Ride Charge	₹100.41
Booking Fees & Convenience Charges	₹19.59

Send invoice via Email

← **Details**

Bike Ride

26 Oct 2025 • 01:47 PM

₹133

✓ Completed

Address details

Ride ID #RD17614666234758755

5-3-665, Rashtrapati Rd
Hyderbasthi, Rani Gunj, Secunderabad, Telangana 500003, India

1-200/6/1
Vivekananda Nagar, Mallapur, Hyderabad, Secunderabad, Telangana 500076, India

26.1 mins • 12.1 kms

Need help?
We're a tap away

INVOICE

Total fare	**₹133.0**
Ride Charge	₹130.05
Booking Fees & Convenience Charges	₹2.95

Send invoice via Email

MHSVC

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________________ Date : 27/10/25

Paid to m. Shekar	Rs.	Ps.
towards Refreshment charges I went to Plot no. 280 for M.D. Sir duty As on date 26/10/25 from time 10.00 am to 07.45 pm.	145 —	00
Rupees one hundrend and fourty five only		
— x —		
Paid by Cheque / Cash · Cheque No. · Dated · Drawn on Bank	145 —	00

m. Shekar
Prepared by

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

Receiver's Signature

DEBIT VOUCHER

MMSVC

Voucher No. ______________

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

Paid to M. Shekar	Rs.	Ps.
towards New Furio Vehicle Pooja Purpose.	1200 —	00
Rupees One thousand and two hundred only		
— x —		
Paid by Cheque / Cash · Cheque No. · Dated · Drawn on Bank	1200 —	00

APPROVED BY
AGM-HR & Admin

M. Shekar
Prepared by

Approved by

M. Shekar
Receiver's Signature

MIA SVC

DEBIT VOUCHER

Voucher No. ____________

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

Paid to R.m. Arts	Rs.	Ps.
towards New Furio Vehicle Registration and RTA work purpose Radium work Done.	2600-	00
Rupees Two thousand six hundrend Rupees only ——x—		
Paid by ~~Cheque~~ / Cash; Cheque No. [ ]; Dated [ ]; Drawn on Bank [ ]	2600-	00

m. Shekar
Prepared by

Approved by

M. Sh
Receiver's Signature

RATNAM **BILL** Cell : 9848658130

R.M. Arts

COMPUTERISED RADIUM WORKS

Signboards, Wall Painting, Cloth Banners & Flex Boards

1-10-28/152, Nagarjuna Nagar Colony, Kushaiguda, Hyderabad-500 062.

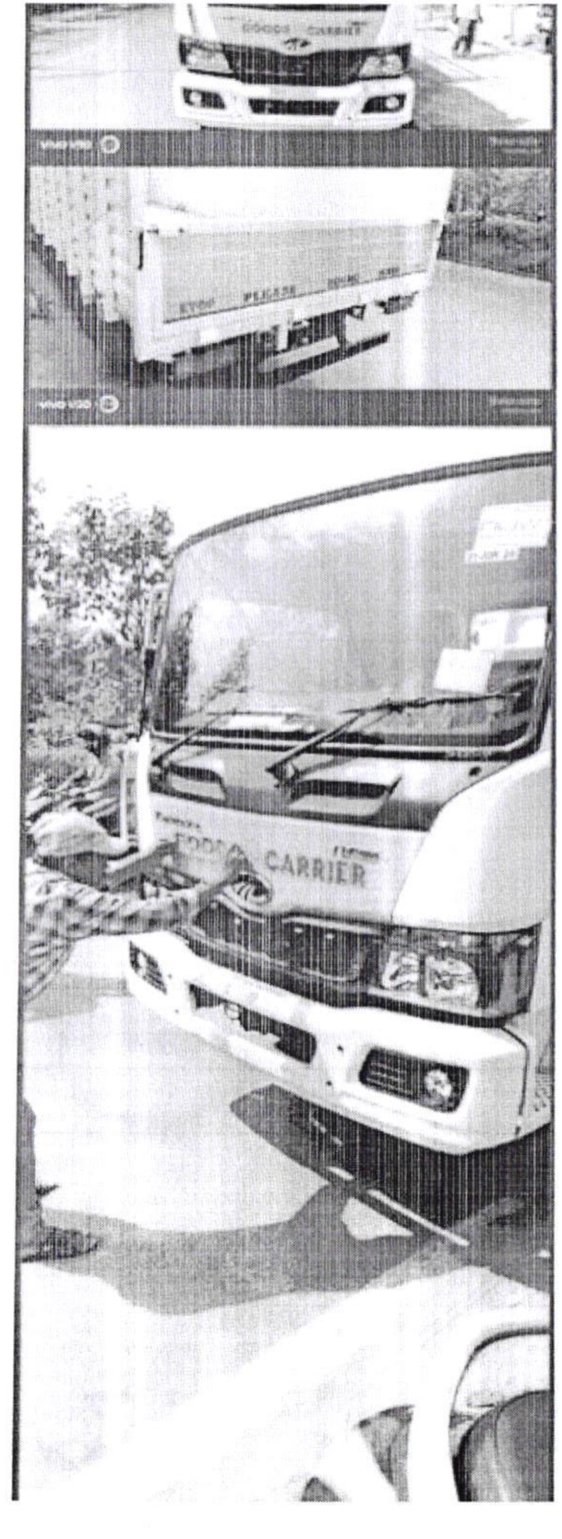
Sl No. 756 Date : 6/11/25

Name MODI HOUSING PVT. Ltd.

S. No.	ITEM	SIZE	QTY	AMOUNT Rs.	Ps.
1	Goods Carrier E1 Stop E1 ok Please Sound Horn E1 Numbers Zeebra Sticker RTA RADIUM			2600	—
			TOTAL	2600/-	
			Advance		
			BALANCE		

A. Ratnam
Signature


STOP PLEASE SOUND HORN OK
vivo V50
Shekar yadav
GOODS CARRIER
FURIO
WATCH & MOBILES


CARRIER