

Weekly - Petty cash /expense card statement.

Name		D. Shweta Ghoshal		Statement date		14/11/24	
Prepared by		D. Shweta Ghoshal		Sign		[Signature]	
From period				To period			
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	MP SVC	MP SVC	RAPIDO Charge 280	220	☒	☒	
2.	MP SVC	MP SVC	Local Purchase flower	600	☒	☒	
3.	MP SVC	MP SVC	Reflections ELECTRICITY	150	☒	☒	
4.	MP SVC	MP SVC	RAPIDO Charge 220	220	☒	☒	
5.	MP SVC	MP SVC	RAPIDO Charge CAR	560	☒	☒	
6.	MP SVC	MP SVC	ADVO Charge 280	280	☒	☒	
7.	MP SVC	MP SVC	OLA Dine 220	220	☒	☒	
8.	MP SVC	MP SVC	OLA Dine 220	260	☒	☒	
9.	MP SVC	MP SVC	Local Purchase rosemary	221	☒	☒	
10.	MP SVC	MP SVC	Toll PLAZA 2437	470	☒	☒	
11.	Total						
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:		[Signature]		[Signature]		[Signature]	
Date:		13 NOV 2025		[Signature]		[Signature]	

Notes: 1. Scanned copy of this statement to be submitted by 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. 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

DEBIT VOUCHER

MPBVC

Voucher No. _____

A/c. _____ Date : 08/11/25

Paid to	RAPIDO			Rs.	Ps.		
towards	RAPIDO Charge from Ho To			220	00		
	Pno. 280 Document No. 08/11/25			2			
Rupees	Two Hundred and Twenty only						
Paid by	Cheque ☒	Cash ☐	Cheque No.	Dated	Drawn on Bank	220	00

Prepared by 

Approved by 

Receiver's Signature

DEBIT VOUCHER

MPSve

Voucher No. _____

A/c. _____ Date : 10/11/28

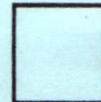
Paid to				Rs.	Ps.
Local Purchase					
towards Purchases of Flower Boxes				150	00
& Share for Staff welfare Expenses				200	00
Rupees Six Hundred Rupees only					
Paid by	Cheque No.	Dated	Drawn on Bank		
Cash ✓				600	00

Prepared by 

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

Approved by

Receiver's Signature



DEBIT VOUCHER

msvc

Voucher No. _____

A/c. _____

Date : 24/10/25

Paid to	REFLECTIONS ELECTRONICS PVT LTD	Rs.		Ps.	
towards	Purchase of LED Batten 22W		150		00
Rupees	one hundred fifty only				
Paid by	Cheque No.	Dated	Drawn on Bank		
Cash ✓				150	00

Prepared by *Gmb*

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

Receiver's Signature

TAX INVOICE

  Reflections Electricals Pvt Ltd. 5-4-187/7, M G Road & R P Road Junction Ranigunj, Secunderabad, Telangana 500003 Phone: 04027543785, 9705577776 GSTIN/UIN: 36AADCR2047Q1ZZ State Name : Telangana, Code : 36 Contact : 040 27543785,970 55 77 77 6 E-Mail : reflections_hyderabad@yahoo.com	Invoice No. 3561	Dated 28-Oct-25
	Delivery Note	Mode/Terms of Payment Google Pay
	Reference No. & Date. 3561 dt. 28-Oct-25	Other References
	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination	
Terms of Delivery		

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	LED Batten 22W 65K D542265	94051100	18 %	1 No's	127.12	No's	127.12
	OUTPUT CGST						11.44
	OUTPUT SGST						11.44
Total				1 No's			₹ 150.00

Amount Chargeable (in words) **INR One Hundred Fifty Only** E. & O.E

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
94051100	127.12	9%	11.44	9%	11.44	22.88
Total	127.12		11.44		11.44	22.88

Tax Amount (in words) : INR Twenty Two and Eighty Eight paise Only	
Company's PAN : AADCR2047Q	Company's Bank Details
Declaration	A/c Holder's Name : Reflections Electricals Pvt Ltd.
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.	Bank Name : SBI A/c
	A/c No. : 30033772668
Customer's Seal and Signature	Branch & IFS Code : M G Rod, Secunderabad & SBIN0003032
	for Reflections Electricals Pvt Ltd.
	Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice



DEBIT VOUCHER

MPRVC

Voucher No. _____

A/c. _____

Date : 25/10/25

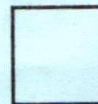
Paid to				Rs.	Ps.
Rapido				220	
towards					
Sohan six documents Bag send					
to Jubilee Hills Date 24/10/25					
Rupees				220	
Two Hundred Twenty only					
Paid by					
Cheque		Cheque No.	Dated	Drawn on Bank	
Cash		APPROVED BY			220

Prepared by 

29 OCT 2025

G. JAI KUMAR
AGM-HR & Admin
Approved by

Receiver's Signature



7:16 M

VoLTE 50 53



S

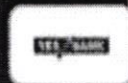
To SYED KASHEEF

₹220

Pay again

Completed

24 Oct 2025, 7:15 pm



Yes Bank 9712



UPI transaction ID

566343164159

To: SYED KASHEEF

PhonePe • 9966224011@ibl

Having issues?

Share

Split

DEBIT VOUCHER

MPSV

Voucher No. _____

A/c. _____ Date: 29/10/25

Paid to	RAPIDO			Rs.	Ps.
towards	RAPIDO Charge from H.O. to			560	00
	Sushrutha Document Base Bites CAN			}	
Rupees	five hundred sixty only				
Paid by	Cheque Cash	Cheque No.	Dated	Drawn on Bank	
	☒				560 00

Prepared by 

APPROVED BY

29 OCT 2025

G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature



DEBIT VOUCHER

MP8ve

Voucher No. _____

A/c. _____ Date : 30/10/28

Paid to	Auro Churne			Rs.	Ps.	
towards	Auro Churne from Manager			280	00	
	pass to Ho. Sweet box					
Rupees	Two Hundred Eighty only					
Paid by	Cheque ☒ Cash ☐	Cheque No. 	Dated 	Drawn on Bank 	280	00

Prepared by

Approved by

Receiver's Signature



DEBIT VOUCHER

MPSve

Voucher No. _____

A/c. _____

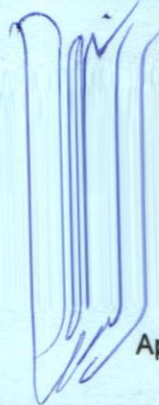
Date :

29/10/25

Paid to <u>Ola Bike</u>				Rs.	Ps.	
towards <u>Soham sir Document Bag send to</u>				220		
<u>Plot No : 280 Jubilee Hills on Date</u>						
<u>29/10/25</u>						
Rupees <u>Two Hundred Twenty only</u>						
Paid by	<u>Cheque</u> Cash	Cheque No. 	Dated 	Drawn on Bank 	220	



Prepared by



Approved by

Receiver's Signature



S

To Shravan Kumar
+91 79977 22789

₹220

ola bike

Pay again

✓ Completed

29 Oct 2025, 6:45 pm

Yes Bank

Yes Bank 9712

UPI transaction ID
530276896295

To: VELURKATTA SRAVAN KUMAR
Google Pay • shravan.cs31-1@okicici

From: G SAI NATH (Yes Bank)
Google Pay • g.sainath94-3@okicici

Google transaction ID
CICAgMiA5vfMOg

POWERED BY
UPI
Unified Payments Interface

G Pay

DEBIT VOUCHER

MPSC

Voucher No. _____

A/c. _____ Date : 30/11/25

Paid to <u>Old Bike</u>			Rs.	Ps.	
towards <u>Soham Sir Documents Bag Send to</u>			200		
<u>Ranjit Singh to Jubilee Hills Plot No: 280</u>					
<u>Date On 31/10/25</u>					
Rupees <u>Two Hundred only</u>					
Paid by <u>Cheque</u> <u>Cash</u>	Cheque No. <u>91 NOV 2025</u>	Dated <u></u>	Drawn on Bank <u></u>	200	


Prepared by

APPROVED BY
G. JAI KUMAR
ADM-HP & Admin


Approved by

Receiver's Signature



To MAHMAD RIYAAN

₹200

ola bike

Pay again

Completed

31 Oct 2025, 6:56 pm



Yes Bank 9712



UPI transaction ID

530453023338

To: MAHMAD RIYAAN

PhonePe • mohd.rayaan@ybl

From: G SAI NATH (Yes Bank)

Google Pay • g.sainath94-3@okicici

Google transaction ID

CICAgMjAq8jRZQ



G Pay

DEBIT VOUCHER

MP 250

Voucher No. _____

A/c. _____ Date : 03/11/20

Paid to <u>Pure 2000 Purchase</u>			Rs.	Ps.		
towards <u>Purchase of 2000 for</u>			221	00		
<u>M.D. Sir</u>			}			
Rupees <u>Two Hundred Twenty one</u>						
<u>only</u>						
Paid by	<u>Cheque</u> ✓ Cash	Cheque No.	Dated	Drawn on Bank	221	00

Prepared by SPS

Approved by [Signature]

Receiver's Signature



Order #RJOKHHBGJ31558

1 item



Get Help



Delivered

Arrived in

6 MINS



Didn't receive the order ?

Call Delivery Partner



1 item in order



Britannia 5 Grain High-Fibre Biscuits

₹216

Multigrain Digestive Biscuits | Maida-free... **₹260**

1 pack (200 g) - 4 units

Bill Summary

Item Total	₹260 ₹216
Handling Fee	₹4.99
Delivery Fee	₹30 FREE
GST on Fees	₹0.25

Total Bill

~~₹295.24~~ **₹221.24**

Incl. all taxes and charges

SAVED ₹74

[Download Invoice / Credit Note](#)

Order Details

Order Again



DEBIT VOUCHER

MPSV

Voucher No. _____

A/c. _____ Date : 03/01/28

Paid to <u>TOLL PLAZA</u>				Rs.	Ps.
towards <u>TOLL PLAZA AT CAR 3437</u>				<u>150</u>	<u>00</u>
				<u>150</u>	<u>00</u>
				<u>170</u>	<u>00</u>
Rupees <u>four Hundred seventy only</u>				<u>470</u>	<u>00</u>
Paid by <u>Cheque</u> <u>Cash</u> ✓	Cheque No. 	Dated 	Drawn on Bank 	<u>470</u>	<u>00</u>

Prepared by SW

Approved by [Signature]

Receiver's Signature



National Highway Authority of India
Panthangi Toll Plaza.
National Highway Exp Projects PVT.LTD

Toll Plaza Name: Panthangi Toll Plaza
(KM 60.650 ON NH-65)

Section: HYD-VJY EXP
(KM 40.00 to 60.450 ON
N NH-65)

Contractor's Name: M/S Vandeepa Enterprises.

Ticket No.: 1SAFC439
Booth and Operator: Lane 1 TC01B
Date And Time: 28/10/2025 12:21:07
Vehicle No: TG10CB434
Type of Vehicle: CAR
Type of Journey: Single
Fee: 75
ADD Fee Non Fastag: 75
Total Fee: 150.00 Rs.

ONLY FOR OVERLOADED VEHICLE:

Standard Weight Of Vehicle: 0
Actual Wt Of Vehicle:
Overloaded Vehicle Fees: 0.00

DRIVE SAFE AND HAPPY JOURNEY



National Highways Authority of India
Jadcherla Expressways Pvt Ltd.
Toll Plaza @ KM 54, Vill. Raikal
Telangana(State) Pincode 509 202
Emergency No. 09959389175

Ticket No : 78D26B67659010
Booth & Operator : 01 & 00202
Date & Time : 30.10.2025 12:43
Vehicle No. : TG10D3437
Vehicle Category : CAR/JEE^P/VAN
Type of Journey : Single
Fee : Rs 170

Only for Overloaded Vehicle
Standard Weight of Vehicle: 99999 KG
Actual Weight of Vehicle : 0 KG
Overweight Vehicle Fees : Rs 0

AS PER GAZZETTE GSR-690E NO CASH
PAYMENTS w.e.f. 15th FEB ONWARDS AND
ALL PAYMENTS THROUGH FASTAG ONLY
DOUBLE OF TOLL FEE TO BE PAID IF
NON-FASTAG VEHICLE ENTER IN ANY LANE
Wish You Happy & Safe Journey

Duplicate Receipt (Card Payment)
Ticket No : 78D26B67659010
Booth & Operator : 01 & 00202
Date & Time : 30.10.2025 12:43
Vehicle No. : TG10D3437
Vehicle Category : CAR/JEEP/VAN
Type of Journey : Single(Duplicate)
Fee : Rs 170
Overweight Vehicle Fees : Rs 0