

Weekly - Petty cash /expense card statement.

Name	D. Suresh		Statement date	21/11/25
Prepared by	D. Suresh		Sign	Sign
From period			To period	
Sl No	Debit to company	Debit to project	Description of expense	
			Amount	Bill enclosed
				GST bill
1.	W H S C M H S C	faSTas ReCtS 8387	203	<input checked="" type="checkbox"/> <input type="checkbox"/>
2.	M A S C M H S C	faSTas ReCtS 3044	503	<input type="checkbox"/> <input checked="" type="checkbox"/>
3.	M H S C M H S C	faSTas ReCtS 3044	503	<input type="checkbox"/> <input checked="" type="checkbox"/>
4.				
5.				
6.				<input type="checkbox"/> <input checked="" type="checkbox"/>
7.				<input type="checkbox"/> <input checked="" type="checkbox"/>
8.				<input type="checkbox"/> <input checked="" type="checkbox"/>
9.				<input type="checkbox"/> <input checked="" type="checkbox"/>
10.				<input type="checkbox"/> <input checked="" type="checkbox"/>
11.	Total		706	<input type="checkbox"/> <input checked="" type="checkbox"/>
Amount to be credited by	<input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c. <input type="checkbox"/> Other:		706	
Approved by:	DIA APPROVED BY		Accountant	Accounts Manager
Sign:				MD
Date:	21 NOV 2025			

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 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

Received 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.

MHSV

DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 19/11/28

Paid to	Rs.	Ps.
Fastag Recurr towards fastag Recurr for TS10UB8387	203	00
MAundre Vicus		
Rupees Two Hundred Three only		
Paid by Cheque Cash		
Cheque No. _____		
Dated _____		
Drawn on Bank _____		
	203	00

Prepared by *Grs*



Receiver's Signature 



FASTag Recharge successful

04:17 PM on 18 Nov 2025

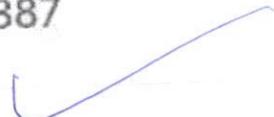
FASTag Recharge for



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

NX25111816170301490764231



Bharat Connect Transaction ID

PP015322BX3OZ198J466

Debited from



XXXXXX5850

₹203

UTR: 315258699974

Powered by

UPI YES BANK

DEBIT VOUCHER

MAP. SVC

Voucher No. _____

A/c. _____ Date : 19/11/28

Prepared by

APPROVED BY

19 NOV 2025
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature

1



FASTag Recharge successful
08:36 AM on 17 Nov 2025

FASTag Recharge for



HDFC Bank - Fastag

₹503

TS10UD3044



Bill Details



Customer Name : CHATHIRI KRISHNA



Payment details



Bill Amount ₹500

Platform fee (inclusive of
GST) + ₹3

Total Amount

₹503

Transaction ID

NX25111708361130041978831

Bharat Connect Transaction ID

PP015321BX0470NWY781



Debited from



XXXXXX5850

₹503

UTR: 260950427687

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