

Weekly - Petty cash /expense card statement.

Name		D. Shree Shewar		Statement date		21/11/25	
Prepared by		D. Shree Shewar		Sign		Shr	
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	fastos decing 8387	203	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	
2.	MH SVC	MH SVC	fastos decing 3044	503	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
3.	MH SVC	MH SVC			<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
4.					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
5.					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
6.					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
7.					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
8.					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
9.					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
10.					<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
11.	Total				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

Amount to be credited by:

☐ Transfer to expense card,
 ☐ Cash reimbursement,
 ☐ Transfer to personal a/c,
 ☐ Other:

Approved by:

APPROVED BY

21 NOV 2025

G. JAI KUMAR
AGM-HR & Admin

Sign:

Accountant
 Accounts Manager
 MD

Date:

21 NOV 2025

706

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. 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

MAH SUC ✓

Voucher No. _____

A/c. _____ Date : 19/11/25

Paid to <u>FASTAG Recurve</u>				Rs.	Ps.
towards <u>FASTAG Recurve for TS10 UB 8387</u>				203	00
<u>MAHENDRA VIKAR</u>				}	
Rupees <u>TWO HUNDRED THREE ONLY</u>					
Paid by <u>Cheque</u> ✓	Cheque No.	Dated	Drawn on Bank	203	00
<u>Cash</u>					

Prepared by GJK

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

Approved by

Receiver's Signature

✓



FASTag Recharge successful
04:17 PM on 18 Nov 2025

FASTag Recharge for



IndusInd Bank FASTag
TS10UB8387

₹203



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

YES BANK

DEBIT VOUCHER

MAH. SVC

Voucher No. _____

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

Paid to <u>FASTAG Rehbari</u>				Rs.	Ps.
towards <u>FASTAG Rehbari fr TS100D3044</u>				503	00
<u>0508</u>				}	
Rupees <u>five Hundred Two only</u>					
Paid by <u>Cheque</u> ✓	Cheque No.	Dated	Drawn on Bank	503	00
Cash ✓					

Prepared by Shiv

[Signature]

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

Receiver's Signature

[Signature]



FASTag Recharge successful
08:36 AM on 17 Nov 2025

FASTag Recharge for



HDFC Bank - Fastag
TS10UD3044

₹503



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

PP015321BX0470NWWY781



Debited from



XXXXXX5850

₹503

UTR: 260950427687

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