

Weekly - Petty cash /expense card statement.

Name		D. Suresh Suresh		Statement date		04/12/25	
Prepared by		D. Suresh Suresh		Sign		Suresh	
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	OLA Bike Pno. 280	160	☒ Y ☐ N	☐ Y ☒ N
2.	MP Svc	MP Svc	OLA Bike Pno. 280	190	☒ Y ☐ N	☐ Y ☒ N
3.	MP Svc	MP Svc	OLA Bike Pno. 280	194	☒ Y ☐ N	☐ Y ☒ N
4.	MP Svc	MP Svc	MAHARAJA ELECTRICIAN	150	☒ Y ☐ N	☐ Y ☒ N
5.	MP Svc	MP Svc	CANTONMENT ELECTRICIAN	740	☐ Y ☐ N	☐ Y ☐ N
6.	MP Svc	MP Svc	OLA Bike Pno. 280	220	☐ Y ☐ N	☐ Y ☐ N
7.					☐ Y ☐ N	☐ Y ☐ N
8.					☐ Y ☐ N	☐ Y ☐ N
9.					☐ Y ☐ N	☐ Y ☐ N
10.					☐ Y ☐ N	☐ Y ☐ N
11.	Total			1654/-	☐ Y ☐ N	☐ Y ☐ N

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

Approved by: APPROVED BY 04 DEC 2025 G. JAIKUMAR

Sign: APPROVED BY 04 DEC 2025 G. JAIKUMAR

Date: APPROVED BY 04 DEC 2025 G. JAIKUMAR

Notes: 1. Scanned copy of this statement to be submitted to the Accounts Manager by Monday 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

MPSve

Voucher No. _____

A/c. _____ Date : 28/11/25

Paid to				Rs.	Ps.
Ola Bike				160	
towards Soham Sir Documents Bag sent to				/	
Subscribers PLO No 280 Date 27/11/25					
Rupees one Hundred Sixty only					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
	Cash				160


Prepared by



Receiver's Signature





Transaction Successful

06:00 PM on 27 Nov 2025

Paid to



MD SHAHID AFRIDI

₹160

+917301969558

Banking Name : Md Shahid Afridi



Transfer Details



Transaction ID

T2511271800095344885958

Debited from

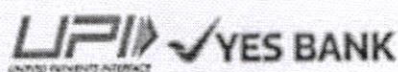


XXXXXX4233

₹160

UTR: 904955458544

Powered by



DEBIT VOUCHER

MPSVE

Voucher No. _____

A/c. _____ Date : 03/12/25

Paid to <u>Ola Bike</u>				Rs.	Ps.
towards <u>Soham six Documents Bag send to</u>				190	
<u>Jubilant Plot No 280 Date on 2/12/25</u>					
Rupees <u>one Hundred Ninety only</u>					
Paid by <u>Cheque</u>	Cheque No.	Dated	Drawn on Bank	190	
<u>Cash</u>					

Prepared by



Approved by

Receiver's Signature



[← Sent Successfully](#)[Share](#) [Help](#)

Amount

₹190 

Rupees One Hundred Ninety Only

 Money Transfer [Edit](#)

To

**Kachetty Santhosh
Kumar** 

KK

UPI ID: ksanthosh900@ibl

on  PhonePe[Pay Again](#)[View History](#)

From

G Sai Nath

GN

UPI ID: 9398011831@ptyes

Yes Bank - 9712 

Paid at 07:12 PM, 02 Dec 2025

UPI Ref No: 694885475505 Copy

[Payment Details](#) 

DEBIT VOUCHER

MPSVC

Voucher No. _____

A/c. _____ Date : 05/12/25

Paid to <u>OLA Bike</u>				Rs.	Ps.	
towards <u>Soham sir Documents Bag</u>				194		
<u>Send to jubilee hills Plot No: 280</u>						
<u>Date on 03/12/25</u>						
Rupees <u>One Hundred Ninety four</u>						
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank		
	Cash					
					194	


Prepared by

APPROVED BY
04 DEC 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature



To Sayed Ali
+91 76541 04209

₹194

ola bike

Pay again

Completed

3 Dec 2025, 7:01 pm



Yes Bank 9712



UPI transaction ID

570321023314

To: SYED SHERE HUSSAIN

Google Pay • sayedali9585-2@oksbi

From: G SAI NATH (Yes Bank)

Google Pay • g.sainath94-3@okicici

Google transaction ID

CICAgMj41lealA



G Pay

DEBIT VOUCHER

mp sue

Voucher No. _____

A/c. _____ Date : 04/12/28

				Rs.	Ps.
Paid to <u>MAHALAXMI ELECTRICALS & GENERAL STORE</u>					
towards <u>Purchase of LED Bulb 12W 1nos</u>				<u>150</u>	<u>00</u>
Rupees <u>one hundred fifty rupees only</u>					
Paid by	<u>Cheque</u> Cash ☒	Cheque No. 	Dated 	Drawn on Bank 	<u>150</u> <u>00</u>

Prepared by

APPROVED BY
04 DEC 2025
G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

DEBIT VOUCHER

MP SVC

Voucher No. _____

A/c. _____ Date : 04/12/25

Paid to	<u>SANTOSH</u> <u>Head office</u>			Rs.	Ps.	
towards	<u>Rewinding of fan</u> <u>Lunch Room</u>			<u>740</u>	<u>00</u>	
	<u>Head office</u>			<u>7</u>		
Rupees	<u>Seven Hundred forty only</u>					
Paid by	<u>Cheque</u> Cash ☒	Cheque No. 	Dated 	Drawn on Bank 	<u>740</u>	<u>00</u>

Prepared by GJS

APPROVED BY
04 DEC 2025
Approved by
G. JAI KUMAR
AGM-HR & Admin.

Receiver's Signature

Date

3
46

SANTOSH

ELECTRICAL ENGINEER WORKS

6-6-181, Jeera Road, 'Moti Mahal',
SECUNDERABAD - 500 003.

Ph: 040-27536933, M: 9290029543

4/10/20

Compton / Chan

3 Rounding

Benny
continued

Sales - Hydrabad

1

Hydrabad

8

MASVC

DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 28/11/25

Paid to ola bike				Rs.	Ps.
towards Soham six Documents Bag send to				220	-
Jubilee Plot No: 280 Dated on 28/11/25				/	
Rupees Two Hundred Twenty only					
Paid by	Cheque No.	Dated	Drawn on Bank		
Cheque				220	
Cash					

Prepared by

(Signature)



Receiver's Signature





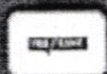
To Uppari Anudeep
+91 70131 13488

₹220

Pay again

Completed

28 Nov 2025, 6:46 pm



Yes Bank 9712



UPI transaction ID

569859935071

To: UPPARI MALLESWARI

Google Pay •

anudeepbasha599@okaxis

From: G SAI NATH (Yes Bank)

Google Pay • g.sainath94-3@okicici

Google transaction ID

CIGAgMjY2IKweg



Pay