

Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar		Statement date	11-12-2025 Card No.4629 5254 2716 5724		
Prepared by		K Suneel Kumar		Sign			
From period		05-12-2025		To period	11-12-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	MPPL	MPPL	Airtel bill paid	596	☐ Y ☐ N	☐ Y ☐ N	
2.					☐ Y ☐ N	☐ Y ☐ N	
3.					☐ Y ☐ N	☐ Y ☐ N	
4.					☐ Y ☐ N	☐ Y ☐ N	
5.					☐ Y ☐ N	☐ Y ☐ N	
6.					☐ 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			596			
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:							

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



Bill Payment Successful

06:08 pm on 05 Dec 2025

Mobile bill paid



Airtel Postpaid
8179059585

₹596.41



Bill Details



Customer Name : Gaurang Mody
Bill Number : MF26361006527060
Bill Date : 24-Nov-2025
Circle : 104



Payment details



Bill Amount ₹588.82
Platform fee(inclusive of GST) + ₹3
Convenience fee(inclusive of GST) + ₹4.59

Total Amount

₹596.41

Transaction ID

NX25120518075603874266381

Bharat Connect Transaction ID

PP015339BX0IG1EDG898



Debited from



**653029XXXXXXXXX9
8**

₹596.41

UTR: 081055856915

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UPI ✓ YES BANK