Weekly - Petty cash /expense card statement.

Name	D. Siva Shankar	Statement date	11/12/25
Prepared by	D. Siva Shankar	Sign	Sh
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	Raja & Co. Bill No: 180 STAMP	200	☐Y ☐N	☐Y ☐N
2.	MP SVC	MP SVC	Raja & Co. Bill No: 1802 INK BOTTLES	1400	☐Y ☐N	☐Y ☐N
3.					☐Y ☐N	☐Y ☐N
4.	MPPL	MPPL	Telangana Traffic Police CAR 5143	740	☐Y ☐N	☐Y ☐N
5.	MPPL	MPPL	Food Allowance (Sreenappa)	100	☐Y ☐N	☐Y ☐N
6.	MPPL	MPPL	VI Post Paid Bill Payment	1038	☐Y ☐N	☐Y ☐N
7.	MPPL	MPPL	Labour Department MPPL 2026	506	☐Y ☐N	☐Y ☐N
8.					☐Y ☐N	☐Y ☐N
9.	AMTZ H.C.LLP		Raja & Co Bill No: 1803	350	☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.	Total			4334		

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:				

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

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 receipted 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

Voucher No. ____________

A/c. ____________ Date : 10/12/25

Paid to Rajan & Co.	Rs.	Ps.
towards Purchasing of Rubber Stamp Brand:	200	00
1801 [illegible]		
Rupees Two Hundred Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. ___ Dated ___ Drawn on Bank ___	200	00

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

Prepared by — Approved by — Receiver's Signature

CASH MEMO

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.
E-mail : rajastamps@hotmail.com

Ph : 27704625
Cell : 9032008269
SMS/Whts App : 9032008263

M/s. MPBVC

No. 1801

Date : 10/12/28

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Rubber Stamp tray	200	00
	TOTAL	200	00

CHECKED
SECURITY/SUP.
Dt: 10/12/28

As per Specimen Attached

For RAJA & CO.

MP SVC

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 10/12/25

Paid to Rajan & Co.	Rs.	Ps.
towards Purchasing of Sulu Bottles Bill No. 1802	1400	00
Rupees one thousand four Hundred only		
Paid by Cheque / Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	1400	00

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

Svs

Prepared by   Approved by   Receiver's Signature

CASH MEMO

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.
E-mail : rajastamps@hotmail.com

Ph : 27704625
Cell : 9032008269
SMS/Whts App : 9032008263

M/s. MP Svc

No. 1802

Date : 10/12/25

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	2mm Bore Red 1	350	00
2	3mm Bore Blue 3	1050	00
	TOTAL	1400	00

CHECKED
SECURITY/SUP.
By: .... Dt: 10/12/25

As per Specimen Attached

For RAJA & CO.

MPPL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 09/12/25

Paid to VI POSTPaid	Rs.	Ps.
towards VI POSTPaid Bill PAYment of	503	00
9246876667 & 9391340973	535	00
Rupees one thousand Thirty Eight only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	1038	00

Prepared by

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

Approved by

Receiver's Signature

4:03

Bill Payment Successful
04:03 PM on 09 Dec 2025

Mobile bill paid

Vi Postpaid
9246876667
₹503

Bill Details

Bill Number	:	XCZYPQHA
Bill Date	:	11-Nov-2025

Payment details

Bill Amount	₹500
Platform fee(inclusive of GST)	+ ₹3

Total Amount **₹503**

Transaction ID
NX25120916033392186213961

Bharat Connect Transaction ID
PP015343BX7FJ18M6579

Debited from
XXXXXX5850 ₹503
UTR: 561370597511

4:01 m 60%

Bill Payment Successful

04:01 PM on 09 Dec 2025

Mobile bill paid

Vi Postpaid **₹535.19**

9391340973

Bill Details

Payment details

Bill Amount	₹532.19
Platform fee(inclusive of GST)	+ ₹3
Total Amount	**₹535.19**

Transaction ID

NX25120916013029293305221

Bharat Connect Transaction ID

PP015343BX0V318IO007

Debited from

XXXXXX5850 ₹535.19

UTR: 032177063291

View History

View Receipt

Split Expense

Share Receipt

MPPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 08/12/25

Paid to food Allowence (Sreenappa)	Rs.	Ps.
towards food Allowence charge AT	100	00
Hyderabad Globe court 1:00 AM 06/12/25		
Rupees One Hundred Rupees Only		
Paid by Cheque / Cash ✓ — Cheque No. — Dated — Drawn on Bank	100	00

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

Prepared by   Approved by   Receiver's Signature

MPPL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 08/12/25

Paid to Telangana Police	Rs.	Ps.
towards Payment of Traffic Challan vehicle	740	00
No:- TS10 FA 5143		
Rupees Seven Hundred Fourty Rupees only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	740	00

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

Prepared by [signature] Approved by [signature] Receiver's Signature [ ]

Telangana Police

Integrated e-Challan System

Transaction Completed Successfully

Transaction Details			
Transaction Reference :	155302468	**Bank Reference**	pay_Rp1Wt4LQaETo6t
Vehicle Registration:	TS10FA5143	**Transaction Date Time**	08-12-2025 12:18:41

Challan Details

Challan No	Amount
HYD09EC255817610	135
HYD09EC240349850	135
HYD09EC241712844	135
HYD09EC255675384	135
HYD15TC244254589	200
Total	**740**

Close Print

Telangana Police

Integrated e-Challan System

Vehicle No: TS10FA5143 4 + 8 = ? ENTER ANSWI GO

Pending Challans

Sno.	Unit Name	Echallan No	Date	Time	Place of Violation	PS Limits	Violation	Fine Amt	Fine Amount	User Charges	Total Fine	Image
Vehicle Number : TS10FA5143							**Owner Name : M*** ********** *** **D**					
Select All												
1	Hyderabad	HYD09EC240349850	25-Oct-2024	15:10	BANJARAHILLS ROAD NO-2	Banjara Hills Tr PS	Wrong Parking in the carriage way	100	100	35	135	Click For Image
2	Hyderabad	HYD09EC241712844	06-Dec-2024	12:37	BANJARAHILLS ROAD NO-2	Banjara Hills Tr PS	Wrong Parking in the carriage way	100	100	35	135	Click For Image
3	Hyderabad	HYD15TC244254589	23-Dec-2024	11:54	Block-C, Vinayaka Apartment, 1-2-139, PV Narasimha Rao Marg, Karbala Maidan, Rani Gunj, Hyderabad, Telangana 500003, India	Saifabad Tr PS	Wrong Parking in the carriage way Wheel Clamp for wrong parking	100 100	200	0	200	Click For Image
4	Hyderabad	HYD09EC255675384	26-Mar-2025	17:46	BANJARAHILLS ROAD NO-2	Banjara Hills Tr PS	Wrong Parking in the carriage way	100	100	35	135	Click For Image
5	Hyderabad	HYD09EC255817610	03-Nov-2025	15:59	BANJARAHILLS ROAD NO-2	Banjara Hills Tr PS	Wrong Parking in the carriage way	100	100	35	135	Click For Image
								Grand Total :	**600**	**140**	**740**	

Choose Your Mode of payment :

APTOnline MeeSeva Make Payment QR Payment

NOTE: If you Find vehicle in the photograph with the Challan is not your vehicle or Issued double Challan, Check the box beside the challan number and report to us.

Report Us Print Challans

Help

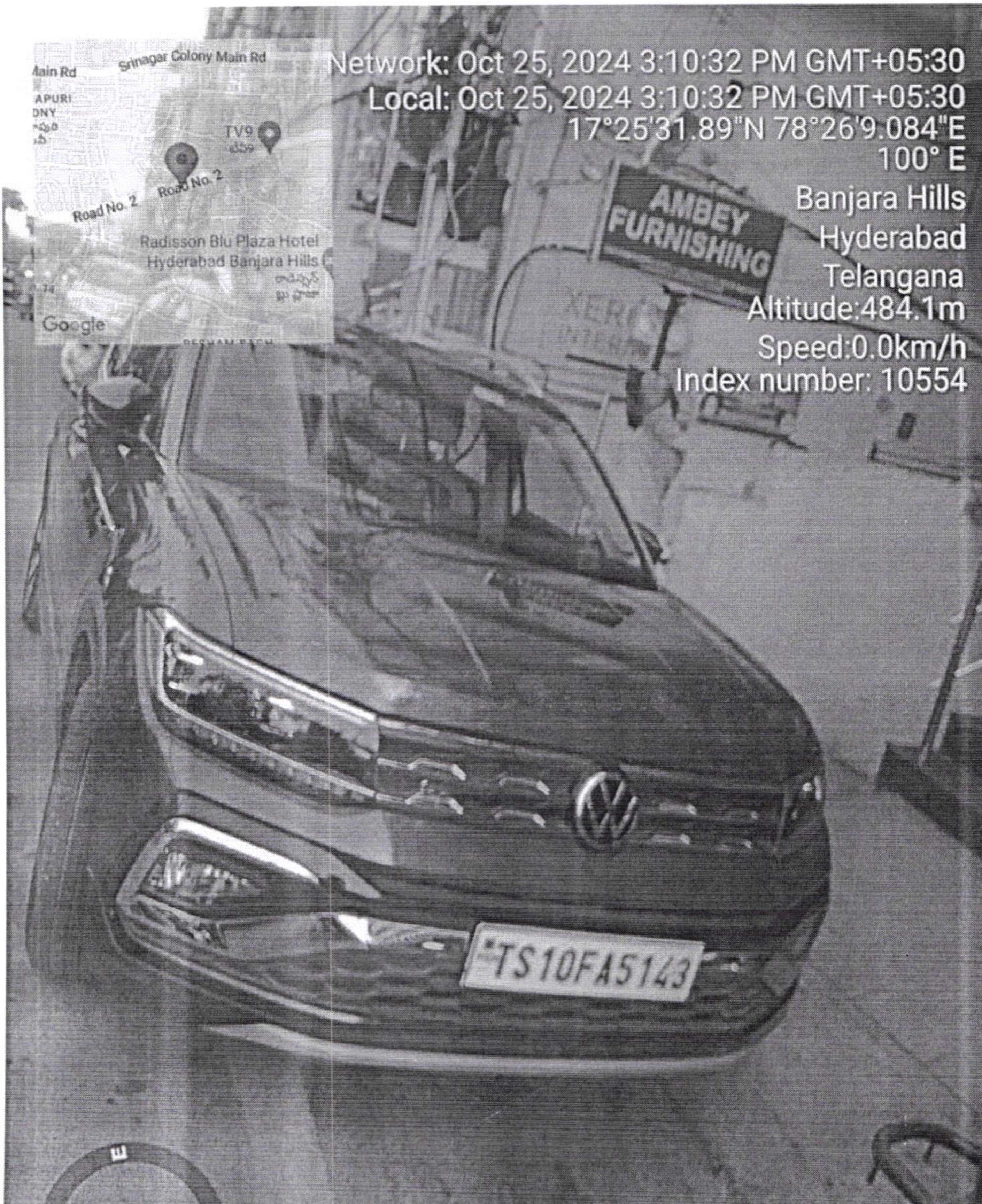
NEW Please Click here to update your vehicle's/DL's mobile number

NEW Please Click here to participate T20 Traffic Test

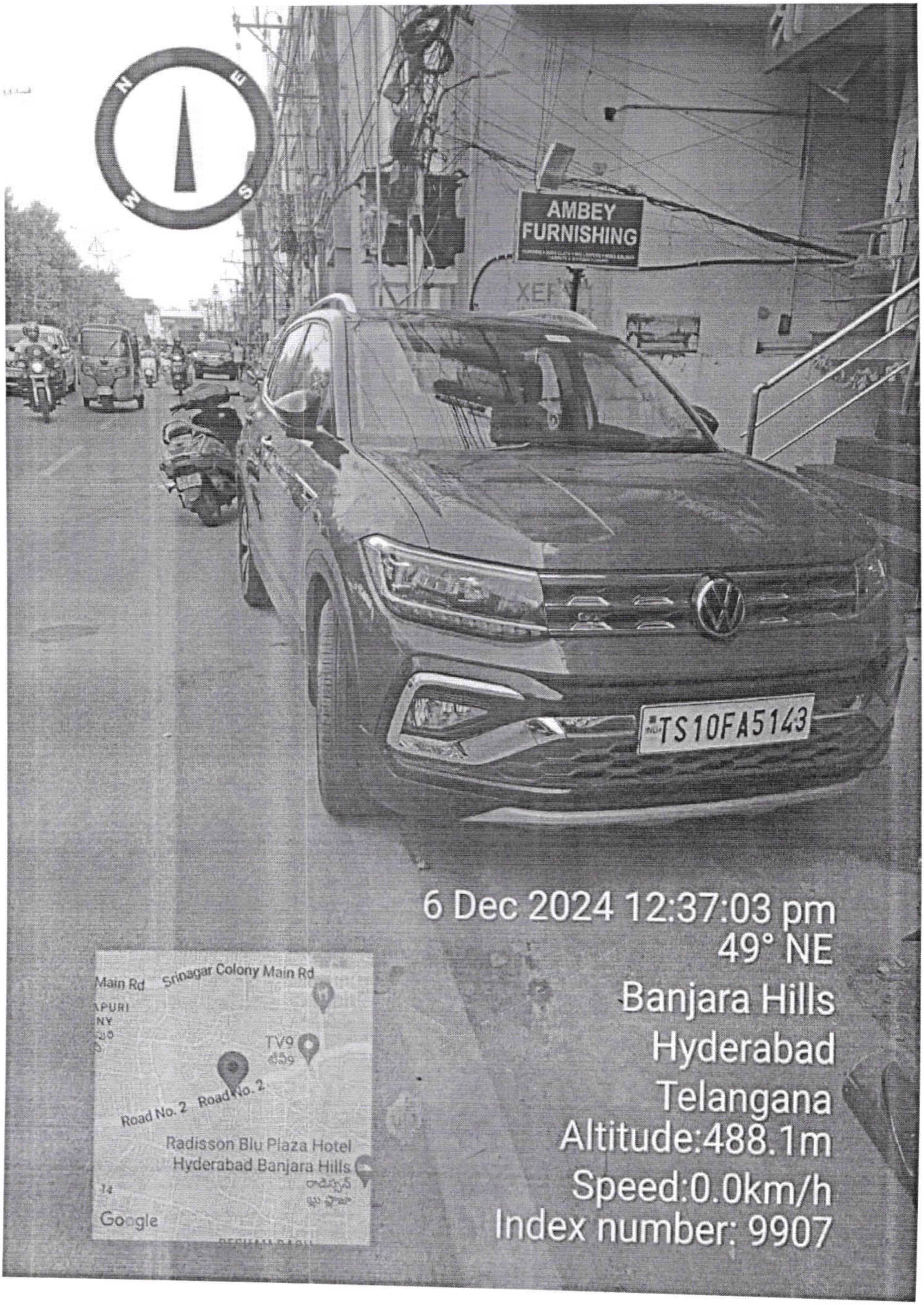
For any payment related issues please call us on Ph. No : 040-27852721, 040-27852772

Note: If your payment amount is debited but the challans are not cleared, please wait for one day for the update at the e-Challan server. If the challans still remain uncleared, the debited amount will be refunded to your bank account within 7 working days.

Close window



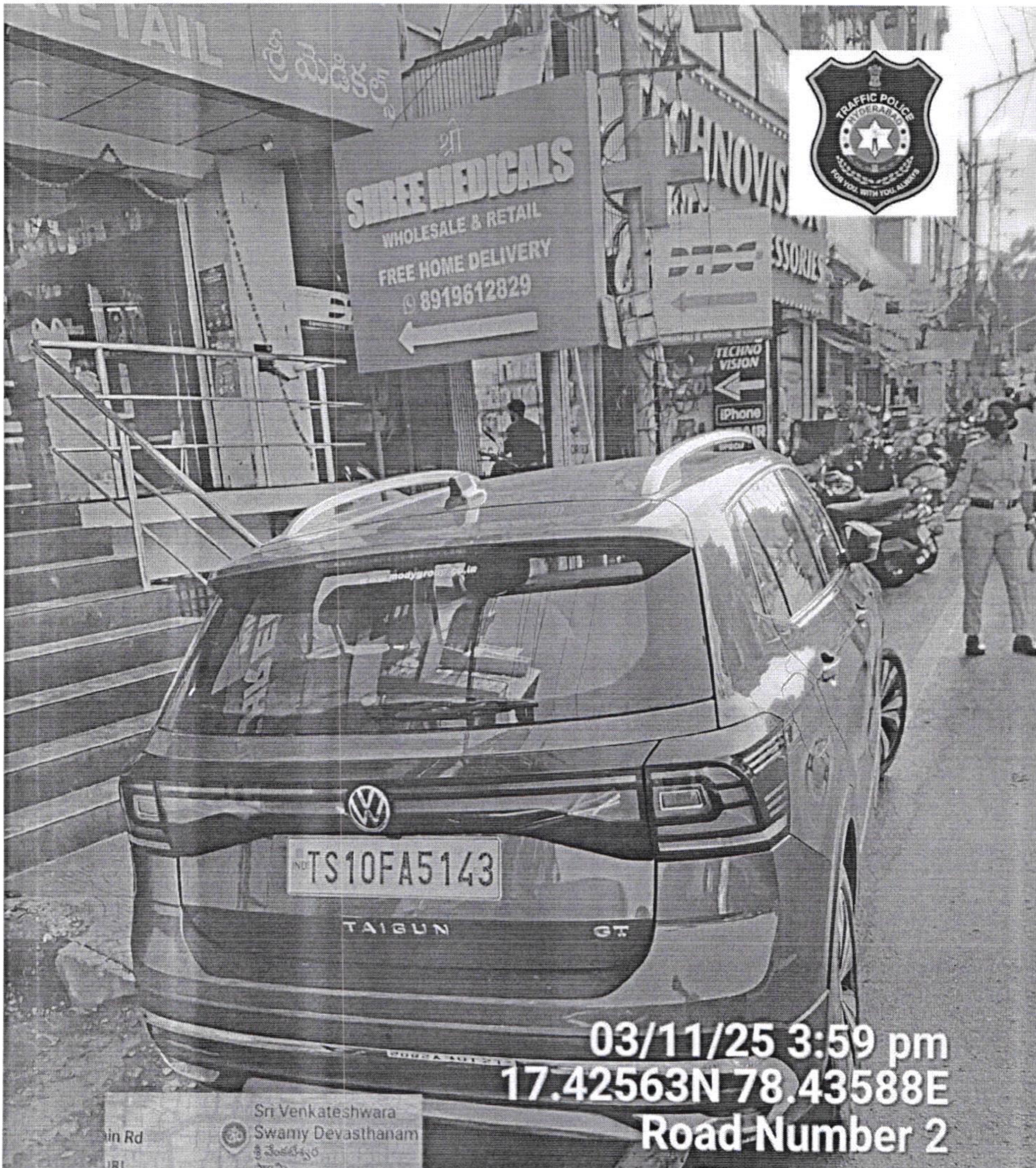
Close window



Close window

Close window

Close window



MPRL

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 06/12/25

Paid to Labour Department	Rs.	Ps.
towards Labour Department weelfare	506	00
found of (MPRL) (2025 to 2026)		
Rupees five Hundred six rupees only		
Paid by Cheque/Cash ✓ — Cheque No. ____ Dated ____ Drawn on Bank ____	506	00

Prepared by   Approved by   Receiver's Signature

secure-acs2ui-b4-indmum-munmdc.wibmo.com/v1/acs/services/browser/creq/L/8198/e2e2a72d-ce9c-11f0-b01c-0702526bf51b

rom Google Chrome | The Official Website o... | Google | PT challan payment | :: Muthoot Webpay :: | Telangana State OBM... | ::Telangana Registratio... | Analytics | Home | InVideo - Online Vide...

SBI card

mastercard ID Check

Complete Payment of Rs. 505.90

Help

Merchant Details

Merchant Name	**Labour Department Hyderabad**
Amount	**Rs. 505.90**
Date	**01:12:2025**
Card Number	**5473 XXXX XXXX 4940**

Enter One Time Password (OTP)

Enter One Time Password (OTP) for secured online transaction.

Enter OTP

Resend OTP

OTP has been sent to card holder's registered Mobile Number ending with **6009** and e-mail ID **SHXXXXXXXXXXXXXXX@GMAIL.COM**.

Submit

Cancel

This screen will automatically time out after 9:58 seconds

Powered by wibmo

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AMTZ H C. LLP

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 10/12/25

Paid to Rosan & CO.	Rs.	Ps.
towards Purchasing of new Shirts Bill no: 1803	350	00
AMTZ Medpoles Health Care LLP		
Rupees Three Hundred fifty only		
Paid by ~~Cheque~~ / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	350	00

APPROVED BY

10 DEC 2025

G. JAI KUMAR
AGM-HR & Admin

Prepared by — Approved by — Receiver's Signature

CASH MEMO

ESTD. : 1938

RAJA & CO.,

RUBBER STAMP MAKERS

7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.
E-mail : rajastamps@hotmail.com

Ph : 27704625
Cell : 9032008269
SMS/Whts App : 9032008263

M/s. AMTZ Medpolis Health Care LLP

No. 1803

Date : 10/12/28

Sl. No.	PARTICULARS	AMOUNT Rs.	Ps.
1	Rubber Stamps	350	00
	TOTAL	350	00

As per Specimen Attached

For RAJA & CO.

AMTZ Medpolis Healthcare LLP

CHECKED
SECURITY/SUP.
By: .... Dt: 10/12/2x