

Weekly - Petty cash /expense card statement.

Name		D. Shree Shewar		Statement date		23/12/25	
Prepared by		D. Shree Shewar		Sign		Shree	
From period				To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Solam MDs		meter. Durban Solam MDs	1254	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
2.	Solam MDs		ISSPCL Durban Solam MDs	7723	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
3.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
4.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
5.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
6.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
7.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
8.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
9.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
10.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
11.	Total			89771	<input type="checkbox"/> ON	<input type="checkbox"/> ON

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

Approved by: **APPROVED BY** Accountant Accounts Manager MD

Sign: **23 DEC 2025**

Date: **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 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

SOLAM MOD 2

Voucher No. _____

A/c. _____ Date : 17/12/25

Paid to <u>Southern Power Distribution Company</u>				Rs.	Ps.
towards <u>Power Bill Payment of SOLAM MOD 2</u>				7723	00
<u>Serial - 100415208</u>					
Rupees <u>Seven Thousand Seven Hundred</u>					
<u>Twenty Three only</u>					
Paid by <u>Cheque</u> Cash <input checked="" type="checkbox"/>	Cheque No.	Dated	Drawn on Bank	7723	00
	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Prepared by

Approved by

Receiver's Signature



Bill Payment Successful
04:33 PM on 17 Dec 2025

Electricity bill paid



Southern Power
Distribution company
of Telangana Ltd
(TGSPDCL)
100415208

₹7,723



Bill Details



Customer Name : SRI SOHAM MODI
Bill Date : 05-Dec-2025



Payment details



Bill Amount **₹7,723**

Total Amount

₹7,723

Transaction ID
NB25121716331751590696982

Bharat Connect Transaction ID
PP015351BB7GU19ZT605



Debited from



XXXXXX4233

₹7,723

UTR: 525344355650

Powered by

LPI ✓ YES BANK

DEBIT VOUCHER

SOLAM MODI

Voucher No. _____

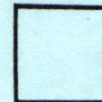
A/c. _____ Date : 19/12/25

Paid to				Rs.	Ps.
towards				1254	00
1-Hydroland Metropolitan WATER Board					
water Bill Payment of SOLAM					
MODI STR CANO:- 061131910					
Rupees					
One Thousand Two Hundred					
fifty four only					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
Cash	✓				1254 10

Prepared by

Approved by

Receiver's Signature





Bill Payment Successful

05:31 PM on 19 Dec 2025

Water bill paid



Hyderabad Metropolitan Water Supply and Sewerage Board
061131910 ₹1,254



Bill Details



Customer Name : KESHAVPAL REDDY G.
Bill Number : XXXXXX791
Bill Date : 01-Dec-2025



Payment details



Transaction ID
NB25121917314058519580642

Bharat Connect Transaction ID
PP015353BB7E61CP2729



Debited from



XXXXXX4233

₹1,254

UTR: 590590485651

Powered by

