

Weekly - Petty cash /expense card statement.

Name		K Suneel Kumar		Statement date	02-01-2026 Card No.4629 5254 2716 5724			
Prepared by		K Suneel Kumar		Sign	<i>SJ</i>			
From period		27-12-2025		To period	01-01-2026			
SI No	Debit to company	Debit to project	Description of expense			Amount	Bill enclosed	GST bill
1.	MPPL	MPPL	Airtel bill paid			458	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
2.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
3.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
4.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
5.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
6.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
7.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
8.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
9.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
10.							<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
11.	Total					458		
Amount to be credited by		<input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c. <input type="checkbox"/> Other:						
Approved by:		Div. Manager	Accountant	Accounts Manager			MD	
Sign:		<i>SJ</i>						
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
01:25 pm on 24 Dec 2025

Mobile bill paid



Airtel Postpaid

8179059585

₹457.94

Bill Details ^

Customer Name : Gaurang Mody
Bill Number : MF2636I007487395
Bill Date : 24-Dec-2025
Circle : 104

Payment details ^

Bill Amount ₹451.42
Platform fee(inclusive of GST) + ₹3
Convenience fee(inclusive of GST) + ₹3.52

Total Amount **₹457.94**

Transaction ID

NX25122413254861258009431

Bharat Connect Transaction ID

PP015358BX7F711B9655



Debited from



653029XXXXXXX9

8

₹457.94

UTR: 318483049180

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UPI YES BANK