

Weekly - Petty cash /expense card statement.

*Ganesh*

*JK Expense Card*

| Name                     | G JAI KUMAR   |                  | Statement date   | 09-01-2026 |  |        |   |
|--------------------------|---|------------------|--|------------|--|--------|---|
| Prepared by              | JAI KUMAR   |                  | Sign   |            |  |        |   |
| From period              | 03-01-2026  |                  | To period  | 09-01-2026 |  |        |   |
| Sl No                    | Debit to company  | Debit to project | Description of expense                                 |            |  | Amount | Bill enclosed   |
| 1.                       | MPSVC   | MPSVC            | Soham Sir Inward bag send to Ho to Jhill on 07-01-2026 |            |  | 230    | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N |
| 2.                       | MPSVC   | MPSVC            | Gaurang Mody Lunch From Jhills to Ho 07-01-2026        |            |  | 220    | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N |
| 3.                       | MPSVC   | MPSVC            | Refreshment for Krishna 31-12-2025 & 02-01-2026        |            |  | 300    | <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.                       | Total   |                  |  |            |  | 750/-  |   |
| Amount to be credited by | <input type="checkbox"/> Transfer to Haapay card, <input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c.<br><input type="checkbox"/> 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

DEBIT VOUCHER

MPSU C

Voucher No. \_\_\_\_\_

A/c. \_\_\_\_\_

Date : 03-01-2026

| Paid to  | Amount   | Rs.   | Ps.                  |
|--|--|---|----------------------|
| Refirement Allowance (Ch Krishna)  |  |   |                      |
| towards ① for on 31st December - 25 we went to form house.               | 150 = 00   |   |                      |
| at night 11:30 pm ② on 2nd night - flat delay Sir                        | 150 = 00   |   |                      |
| Coming and Reach plot no-280 at 11:35 pm                                 |  |   |                      |
| Rupees Three hundred Rupees Only —                                       |  |   |                      |
| —  | —  | —   | —                    |
| Paid by <input type="checkbox"/> Cheque<br><input type="checkbox"/> Cash | Cheque No. _____<br>Dated _____<br>Drawn on Bank _____ |   |                      |
|  | APPROVED BY  |   |                      |
| Ch Krishna   | Prepared by  | Approved by   | Receiver's Signature |
|  |  | 05 JAN 2026<br>G. JAI KUMAR<br>AGM-HR & APPROVED BY | Chandru              |
|  |  |   |                      |

DEBIT VOUCHER

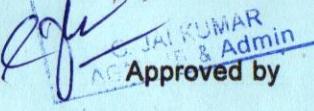
MPSVLC

Voucher No. \_\_\_\_\_

A/c. \_\_\_\_\_ Date : 08/1/26

| Paid to   | Rs.  | Ps.                                |
|---|--|------------------------------------|
| ola Bike<br>towards Soham Sir Documents Bag send to<br>Jubileewin Plot 280 Date on 07/01/26 | 230  |                                    |
| Rupees Two Hundred Thirty only  |  |                                    |
| Paid by <input type="checkbox"/> Cheque<br><input type="checkbox"/> Cash                    | Cheque No. <input type="text"/> Dated <input type="text"/> | Drawn on Bank <input type="text"/> |
|   |  | 230                                |

Prepared by 

Approved by   
R. S. JAIKUMAR  
Asst. Secy. & Admin.

Receiver's Signature

G Pay

UPI

CICAgJi09ZQWSW

Google transaction ID

Google Pay - g-sainath94-3@OKCIGI

From: G SAI NATH (YES Bank)

Google Pay - pakannatirav07GOKSBi

To: PAKANNATI RAVI KANTH

600735616643

UPI transaction ID

YES Bank 9712

Open

7 Jan 2026, 7:04 pm

Completed

Pay again

ola Bike

₹230

+917095952709

To RAVI Pakannati

R

**DEBIT VOUCHER**

MPSUC

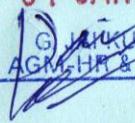
Voucher No. \_\_\_\_\_

A/c. \_\_\_\_\_

Date : 7/01/26

| Paid to   | Rs. | Ps. |
|---|-----|-----|
| old Bike<br>towards Gautham Moty Lunch Box from<br>Jubilee hills Plot 280 to Ranigunj<br>and Reward Bag | 220 |     |
| Rupees Two Hundred Twenty only  |     |     |
| Paid by Cheque<br>Cash  |     |     |
| Cheque No. <b>APPROVED BY</b><br>Dated <b>07 JAN 2026</b>   |     |     |
| Drawn on Bank   |     |     |
|   | 220 |     |

  
Prepared by

  
Approved by  
G. S. KUMAR  
AGM, HR & Admin

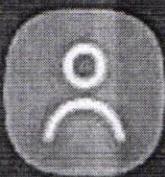
Receiver's Signature 



Transaction Successful

11:04 am on 07 Jan 2026

Paid to



MOHD YOUNUS

₹220

XXXXXX8647@kotak811

Sent to

: **UPI**  
UNITED PAYMENTS INTERFACE

• XXXXXX8647@kotak811



Transfer Details



Transaction ID

T2601071104447673240515

Debited from



XXXXX9500009712

₹220

UTR: 619378214974

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