

Weekly - Petty cash /expense card statement.

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	GST bill
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/-	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
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. <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

MPSUC

Voucher No. _____

A/c. _____

Date : 03-01-2026

Paid to <u>Refreshment Allowance</u> <u>(Ch. Krishna)</u>		Rs.	Ps.
towards ① for On 31 st December - 25 we went to farm house.		150	= 00
at night 11:30 PM ② On 2nd night - flight delay sir.		150	= 00
Coming and Reach plot NO-280 at 11:35 PM			
Rupees <u>Three hundred Rupees Only</u> —		/	
Paid by <u>Cheque</u> Cash		Cheque No.	Dated
		Drawn on Bank	
			300 = 00

Ch. Krishna
Prepared by

APPROVED BY

05 JAN 2026

G. JAI KUMAR
AGM-HR & ADMIN

Approved by

Receiver's Signature

Ch. Krishna

DEBIT VOUCHER

MPSVC

Voucher No. _____

A/c. _____

Date : 08/11/26

Paid to <u>ola Bike</u>		Rs.	Ps.
towards <u>Soham six Documents Bag send to</u>		230	
<u>Jubilee Hi Plot 280 Date on 07/01/26</u>			
Rupees <u>Two Hundred Thirty only</u>			
Paid by <u>Cheque</u> Cash	Cheque No. <u> </u>	Dated <u> </u>	Drawn on Bank <u> </u>
	<u> </u>	<u> </u>	<u> </u>
			230

Prepared by

Approved by
JAI KUMAR
Admin

Receiver's Signature



To Ravi Pakanati
+91 70959 52709

₹230

Olds Bike

Pay again

Completed

7 Jan 2026, 7:04 pm

Yes Bank 9712

UPI transaction ID
600735616643

To: PAKANATI RAVI KANTH
Google Pay - pakanatiravi07@oksbi
From: G SAI NATH (Yes Bank)
Google Pay - g.sainath94-3@okicici

Google transaction ID
CICAgJio9ZOWSw



G Pay

MP Su C

A/c. _____ Date : 7/01/26

Date : 7/01/20

Paid to	ola Rike	Rs.	Ps.
towards	Crabbing Mats Lunch Box from Jubilee Hills Plot 280 to Ranvijay and Edward Bag	220	
Rupees	Two Hundred Twenty only		
Paid by	<div> <div>Cheque No.</div> <div>Dated</div> <div>Drawn on Bank</div> </div> <div> <div>Cash</div> <div></div> <div></div> </div>	220	



Prepared by

Cheque No.

APPROVED BY

07 JAN 2026

G. J. K. M. R. Admin

Approved by

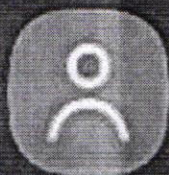
Receiver's Signature



Transaction Successful

11:04 am on 07 Jan 2026

Paid to



MOHD YOUNUS

₹220

XXXXXX8647@kotak811

Sent to



• XXXXXX8647@kotak811



Transfer Details



Transaction ID

T2601071104447673240515

Debited from



XXXXXX9500009712

₹220

UTR: 619378214974

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