

## Weekly - Petty cash /expense card statement.

*Raghunatha*  
*Trs for Jk 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	GST bill
1.	SJK	SJK	TGPDCL Bill Payment for Diamond plot 24	2464	<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.	Total			2464/-		
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

Shahad. T. Kadakia

A/c. \_\_\_\_\_ Date : 20/01/2020

Date: 08/01/26

Paid to	Rs.	Ps.
TIPPL	2464	95
towards		
DP. On Electricity Bill Payment		
for the month of Dec 25		
Rupees		
Two Thousand four hundred sixty four only		
Cheque No.	Dated	Drawn on Bank
Paid by	Cheque	
Cash		
2464	95	

Receiver's Signature



Approved by





## SOUTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED



### Transaction Acknowledgement

#### Thank you.

Your payment request has been successfully recorded. Please quote your transaction reference number for any queries relating to this request.

Please check TGSPDCL website and confirm payment updation

Transaction Reference Number :	YHMP2662141846
Transaction Date and Time :	08-01-2026 15:36:40
Service Number :	114393883
Name :	SHARAD KUMAR JAYANTILAL KADAKIA
ERO :	16
Bill Date :	07/01/2026
Due Date :	21/01/2026
Amount :	2442.00
<input type="button" value="Print"/>	<input type="button" value="Make Another Payment"/>

Powered by:



2442.00  
22.95 charges.  
2464.95



