Weekly - Petty cash /expense card statement.

Name	D. Shiva Shenoy	Statement date	09/01/26
Prepared by	D. Shiva Shenoy	Sign	Shr
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPSVC	MP SVC	ISO DIGITAL LIFE	10,567	☐Y ☐N	☐Y ☐N
2.	MPSVC	MP SVC	Local Purchase Mile	140	☐Y ☐N	☐Y ☐N
3.	MPSVC	MP SVC	Local Purchase Mile	140	☐Y ☐N	☐Y ☐N
4.					☐Y ☐N	☐Y ☐N
5.	MPPL	MPPL	food Allowance Shenoppa	200	☐Y ☐N	☐Y ☐N
6.					☐Y ☐N	☐Y ☐N
7.	SMOA	SMOA	PO WIPRO Liser	180	☐Y ☐N	☐Y ☐N
8.					☐Y ☐N	☐Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.	Total					

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	[signature]			
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 receipted 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

MPSVL

DEBIT VOUCHER

Voucher No. ______________

A/c. ______________ Date : 05/01/2026

Paid to JIO DIGITAL LIFE	Rs.	Ps.
towards JIO Bill payment of DEC 2025	10,567	00
Rupees Ten thousand five hundred		
Sixty seven only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	10,567	00

Prepared by Approved by Receiver's Signature

Invoices

Transaction confirmation

Your payment was successful 🎉

Invoices have been cleared by making the payment via 'UPI' with transaction ID PE0000050FR2.
5 Jan 2026

Invoice details

521000361076	₹10,566.90

Total Amount Paid **₹10,566.90**

DIGITAL LIFE

Original for Recipient

Summit Sales Llp
5 4 187 3 And 4,Soham Mansion,3RD FLOOR,
Mg Road,
Secunderabad,
Telangana-500003,India

Account Number	:	900291228640
GST Bill Number	:	C36E252600163934
Document Number	:	532000373636
Bill Date	:	01-DEC-2025
Invoice Date	:	03-DEC-2025
Due Date	:	03-DEC-2025

Place of Supply: 36 Telangana

Connectivity Services

GST Registration Number: 36ACQFS2044C1Z7
Organisation PAN : ACQFS2044C
PO Number : Not Available
Invoice Reference Number : 6b489451f71ba02ba5b9148f5facc08b644f2bf69d6e9bd1b3c7d640fa9e2446

Bill from 01-NOV-2025 to 30-NOV-2025

Refer following pages for details of charges

Payment Received (₹)	TDS Deducted / Reversed (₹)	Previous Adjustment (₹)	Previous Balance (₹)	Current Charges (₹)	Total Dues (₹)
-9,712.10	0.00	0.00	0.00	10,566.90	10,566.90

	Amount(₹)
1 Periodic Charges	8,955.00
2 Usage Charges	
Off-Net / Premium / ISD & IR Calling	0.00
SMS	0.00
4G DATA/WiFi	0.00
5G DATA	0.00
VAS	0.00
3 Other Periodic Charges	0.00
4 One Time Charges	0.00
5 Current Month Discount / Credit / Debit	0.00
6 Total Value of Charges	0.00
7 Current Taxable Charges	8,955.00
8 Taxes	
CGST (9%)	805.95
SGST (9%)	805.95
9 Bill Discount including Tax	0.00
10 Security Deposit Charged	0.00
11 Security Deposit Returned	0.00
12 Waivers	0.00
Current Month Charges (7+8+9+10+11+12)	**10,566.90**

Payment Options

JioPay

Register with JioPay and get additional benefits.*

*Details under Important Information JioPay

JioAutoPay

ACH - (Direct Debit)
To set ACH mandate on your bank account get in touch with your Relationship Manager.

Standing Instructions (Credit Card)
Set JioAutoPay on your Credit Card.
To register visit www.jio.com/business/ and scroll down on the home page and click on Register for autopay of invoice by credit card.

JioDigiPay

Selfcare Portal
Pay bills using credit/debit card/netbanking/ e-wallets/UPI on www.jio.com/business/

NEFT/RTGS
You can do NEFT/RTGS payments/transfers by using Virtual A/C Code RJIO900291228640, IFSC Code YESB0CMSNOC

GSTIN: 36AABCI6363G1ZK **PAN:** AABCI6363G

Registered Office: Reliance Jio Infocomm Limited Office-101, Saffron, Nr.Centre Point, Panchwati 5 Rasta, Ambawadi, Ahmedabad-380006, Gujarat, India CIN: U72900GJ2007PLC105869

State Office: Reliance Jio Infocomm Limited
Municipal Number H.No. 40-1-116 and 40-1-117 Survey No. 135/2,K.B.R. Heights, M.G.Road, KBR Towers, 2nd floor, above Reliance Trends, Vijayawada 520010 Andhra Pradesh

Gst Registered Office:
Somaji Guda
4th Floor, 6-3-1090/b Lake Shore Towers, Rajbhavan Road
Pincode: 500082 Hyderabad

Terms and Conditions

Tariff & Plans

1. There will be no increase in any tariff item (except ISD) till six months from the date of your enrolment to the plan. Thereafter, Reliance Jio Infocomm Limited ("RJIL") reserves the right to revise the terms & conditions applicable to tariff plans.
2. RJIL reserves the right to vary the penal charge rates periodically, as well as take recourse to any other action available and considered appropriate, subject to Telecom Regulatory Authority of India (TRAI) regulations.
3. Your dynamic credit limit depends on your security deposit, average monthly usage, payment track record and your tenure with us. An interim payment within the bill cycle may be required, if your usage exceeds this limit. However, based on payment history RJIL may allow usage beyond your credit limit.
4. As per TRAI regulations, tariff is charged basis the duration of the call rounded up to + / - 1 second, traceable to an appropriate time reference.
5. For billing, usage will be rounded up to the next higher pulse. For example, if you are on 30 sec/pulse billing plan, a 31sec call will be as 2 pulses. Similarly, if your data plan is billed on 10KB/pulse, usage of 11KB would be billed as 2 pulses.
6. No migration fee is chargeable for changing tariff plan.
7. No charge will be levied for any service without your explicit consent.
8. In case you are on an unlimited data plan, post consumption of your allocated data limit, you will experience a downgrade in speed as per Fair Usage Policy.
9. Data usage beyond plan entitlement (PAYG) is charged at a pulse 10KB, any charges of less than 1p will be forwarded to next data usage session. e.g. Rs 20 Per GB in 10KB pulse is 0.0191p per 10KB. Usage of a data session of 550KB is 10.5050p, the session is changed for 10p while 0.5050p will be added to the charges of next PAYG usage data session.

DND (Do Not Disturb) Service

1. You can opt for Full DND if you do not wish to receive any promotional calls/SMS, To activate Full DND, SMS 'START <0>' to 1909. Full DND will override any other category you may have selected.
2. To allow promotional SMS from selected categories only, SMS 'START <preferred category no.>' to 1909.
   Categories and associated numbers are:
   1-Banking / Insurance / Financial Products / Credit Cards; 2-Real Estate;
   3-Education; 4-Health; 5-Consumer Goods / Automobiles;
   6-Communication / Broadcasting / Entertainment / IT; 7-Tourism & Leisure

Charges

1. Overdue charges bills more than ₹200 : ₹100 or 2% of bill p.m., whichever is higher.
2. Any disagreement on charges levied should be informed within 60 days from the date of bill, failing which all charges will be considered valid.
3. In the event of non-payment, part payment or late payment of the outstanding amount by the due date, RJIL reserves the right to disconnect services as per TRAI regulations.
4. Any unallocated payments shall first be adjusted towards Security Deposit, if applicable.

Complaints & Service Requests

Visit www.jio.com, login with your Jio ID and password; click on "Service Request" option under Profile menu to raise a complaint. To track the status of your existing complaint, use your unique Service Request number.
You can also call 198 (toll-free) from your Jio number or 1800 889 9333 from other networks to register your service request / complaint.
Appellate Authority
In case you are Not Satisfied with the response on a complaint, you can contact the regional appellate authority with your complaint docket number.

Email: appellate.ap@jio.com, Telephone number: 1800-889-3999, Fax: 1800-889-1211
Address: Reliance Jio Infocomm Limited, 401, 4th Floor,
Lake Shore Towers, Raj Bhavan Road, Somajiguda
Hyderabad 500082 Telangana
(Working hours: Mon-Fri, 10:30 am to 6:00 pm)

Other Information

1. In case of permanent disconnection, your security deposit will be refunded within 60 days of disconnection, failing which you shall be paid interest @ 10% p.a, following adjustment of dues.
2. Restoration of mobility services will be done after payment realization only.
3. No cheque payment will be accepted against Enterprise wireless services.
4. TDS Certificate to be submitted within 30 days of filing statement of deduction of tax as per the provisions of Income-tax Act, 1961 read with Income-tax Rules, 1962. Non-adherence will lead to the reversal of the TDS amount posted, leading to service restriction in case outstanding is not cleared.

Signature Not Verified
Digitally signed by Reliance Jio Infocomm Limited
Date: 2025.12.05 16:07:31 IST
Reason: Digitally Signed
Location: Mumbai

Service Accounting Codes (SAC)

SAC Code : Services	SAC Code : Services
998412 : Fixed Line Charges	998431 : Digital VAS Charges
998413 : Mobile Charges	998432 : Online Music Charges
998419 : VAS Charges	998433 : Online Video Charges
998422 : Data Charges	998439 : Online Content Charges

6 Months Balance

Sr. No.	Document Number	Invoice Date	Charges (₹)	Adjustment (₹)	Amount paid (₹)	TDS Deducted (₹)	Balance Amount (₹)
1	517500277907	01-Jun-25	10,566.90	0.00	10,566.90	0.00	0.00
2	526500282236	01-Jul-25	10,566.90	0.00	10,566.90	0.00	0.00
3	554500292117	01-Aug-25	10,566.90	0.00	10,566.90	0.00	0.00
4	528500284246	01-Sep-25	10,566.90	0.00	10,566.90	0.00	0.00
5	534000338580	01-Oct-25	10,566.90	0.00	10,566.90	0.00	0.00
6	553000312464	01-Nov-25	9,712.10	0.00	9,712.10	0.00	0.00
Total			**62,546.60**	**0.00**	**62,546.60**	**0.00**	**0.00**

Payments Recieved

Sr. No.	Document Number	Payment Date	Transaction Mode	From Account	To Account	Amount (₹)
1	553000312464	13-Nov-25	UPI Payments			9,712.10
Total						**9,712.10**

Reach Us

Call **199** (from a Jio number) or **1800-88-99333** (from other networks) | Write to enterprisecare@jio.com | Manage your world of Jio with MyJio app | Visit www.jio.com

Taxes

Sr. No.	Description	Charges	CGST	SGST	Amount (₹)
1	This month charges	8,955.00	805.95	805.95	1,611.90

Jio DIGITAL LIFE

Summit Sales Llp | Document Number : 532000373636 | Invoice Date : 03-DEC-2025

Periodic Charges & Usage

Sr. No.	Service Id	Periodic Charge Amount	Usage Amount	4G Data / WiFi	5G Data	Voice	Video	SMS	VAS
1	9281055270	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	9281055269	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	9281055268	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	9281055267	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	9281055266	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	9281055265	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	9281055264	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	9281055263	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	9281055262	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	9281055261	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	9281055260	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	9281055259	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	9281055258	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	9281055257	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	9281055256	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	9281055255	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	9281055254	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	9281055253	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	9281055252	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	9281055251	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	9281055250	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	9281055249	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	9281055248	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	9281055247	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	9281055246	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26	9281055245	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	9281055244	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28	9281055243	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	9281055242	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30	9281055241	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31	9281144749	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32	9281144751	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33	9281144752	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34	9281144753	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35	9281144754	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	9281144755	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37	9281144756	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
38	9281144757	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39	9281144758	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	9281144759	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41	9281144761	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42	9281144762	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	9281144763	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44	9281144764	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45	9281144765	199.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	**8,955.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

MPSVC

DEBIT VOUCHER

Voucher No.

A/c. Date : 29/12/25

Paid to	Collar Purchase	Rs.	Ps.
towards	Purchasing of milk packets 10nos	140	00
	29/12/25		
Rupees	One Hundred Fourty only		
Paid by Cheque / Cash	Cheque No.	Dated	Drawn on Bank
				140	00

Prepared by Approved by Receiver's Signature

29/12/25 Local Purchase
MPSVC

1) Milk Packets 8nos 112
2nos 28

CHECKED
SECURITY/SUP.
By: .... Dt: 29/12/25

140/-

140

MPSVC

DEBIT VOUCHER

Voucher No. ______

A/c. ______ Date : 06/01/26

Paid to Lolar Puremse	Rs.	Ps.
towards Purchasing of milk packets	140	00
for mids son coffee machines 06/01/26		
Rupees one Hundred Fourty only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	140	00

Prepared by

Approved by

Receiver's Signature

Local Purchase

05/01/26

1) Milk Packets 14 140

CHECKED
SECURITY/SUP.
By: Dt: 6/1/26

140/-

140

MPR

DEBIT VOUCHER

Voucher No. ____________

A/c. ______________________________ Date : 03/01/26

Paid to Food Allowance Shelcoppa	Rs.	Ps.
towards food Allowance AT 29/12/25	100	00
monday & Tuesday 30/12/25	100	00
Rupees Two Hundred Rupees Only		
Paid by Cheque/Cash ✓ — Cheque No. — Dated — Drawn on Bank	200	00
	200	00

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

SMOA

Voucher No. ____________

A/c. ____________ Date : 31/12/24

Paid to wipro Light	Rs.	Ps.
towards wipro Light Purchasing of Light	180	00
Rupees One Hundred Eighty only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	180	00

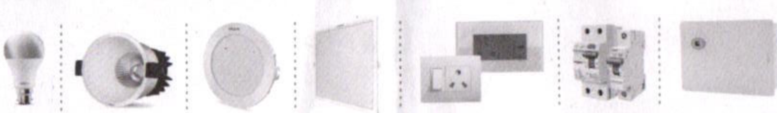
Prepared by | Approved by | Receiver's Signature wipro

ESTIMATE

M/s: Sohan Mansion Opera Assn Date: 31/12/25.

SL No:	Particulars	Qty.	Rate	Amount Rs.	Amount Ps.
1)	22W Batten D542265.	01 No			
			180/-		

CHECKED
SECURITY/SUP.
By: Dt: 31/12/24



DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 23/12/28

Paid to AUTO Charges Trolley	Rs.	Ps.
towards AUTO Charges from Bazaar	200	00
To H.No. TS10 UD 8737 (Photo Gallery)		
Rupees Two Hundred Rupees Only		
Paid by Cheque / Cash ✓ — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	200	00

Prepared by — Approved by — Receiver's Signature