

Weekly - Petty cash /expense card statement.

Name		D. Shree Shewar		Statement date		24/01/26	
Prepared by		D. Shree Shewar		Sign		Sh	
From period				To period			

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MORL	MORL	VJ Post Paid 9391340973	538	<input checked="" type="checkbox"/> ON	<input type="checkbox"/> ON
2.	MORL	MORL	VJ Post Paid 9226878667	1098	<input checked="" type="checkbox"/> ON	<input type="checkbox"/> ON
3.	MORL	MORL	VJ Post Paid 5143	501	<input checked="" type="checkbox"/> ON	<input type="checkbox"/> ON
4.	MORL	MORL	feed allowance sheenema	200	<input type="checkbox"/> ON	<input type="checkbox"/> ON
5.	MORL	MORL			<input type="checkbox"/> ON	<input type="checkbox"/> ON
6.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
7.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
8.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
9.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
10.					<input type="checkbox"/> ON	<input type="checkbox"/> ON
11.	Total			2334		

Amount to be ☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:

Approved by: **APPROVED BY** Accountant Accounts Manager MD

Sign: **24 JAN 2026**

Date: **G. JAI KUMAR**

Notes: 1. Scanned copy of this statement to be submitted 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

MPRL

Voucher No. _____

A/c. _____ Date : 14/01/26

Paid to <u>VI Post Paid</u>				Rs.	Ps.	
towards <u>VI Post Paid Am Payable A</u>				535	00	
<u>9391340973</u>						
Rupees <u>five hundred Twenty five only</u>						
Paid by	<u>Cheque</u> Cash ✓	Cheque No. <div></div>	Dated <div></div>	Drawn on Bank <div></div>	535	00

Prepared by ShisApproved by [Signature]

Receiver's Signature



**Bill Payment Successful**

02:13 PM on 12 Jan 2026

Mobile bill paid**Vi Postpaid**
9391340973**₹535.18****Bill Details**

Bill Number : 75886218
Bill Date : 01-Jan-2026

**Payment Details**

Bill Amount ₹532.18
Platform fee(inclusive of GST) + ₹3

Total Amount**₹535.18****Transaction ID**

NB26011214134657311569572

**Bharat Connect Transaction ID**

PP016012BB6WD13J9481

**Debited from**

XXXXXX5850

₹535.18

UTR: 311094263266



DEBIT VOUCHER

MPRL

Voucher No. _____

A/c. _____ Date : 20/01/26

Paid to <u>VI POST Paid</u>				Rs.	Ps.
towards <u>VI POST Paid AM PAY MENT</u>				1097 0.46	54
<u>of 9246876667</u>					
Rupees <u>one thousand Ninety Eight Only</u>					
				1098	00
Paid by <u>Cheque</u> ✓ Cash	Cheque No. <div></div>	Dated <div></div>	Drawn on Bank <div></div>		

Prepared by Sms

Approved by [Signature]

Receiver's Signature

**Bill Payment Successful**

07:24 PM on 19 Jan 2026

Mobile bill paidVi Postpaid
9246876667**₹1,097.54**

Bill Details



Payment Details



Bill Amount

₹1,094.54

Platform fee(inclusive of
GST)

+ ₹3

Total Amount**₹1,097.54**

Transaction ID

NB26011919240810449351872



Bharat Connect Transaction ID

PP016019BB3AD1HWD288



Debited from



XXXXXX5850

₹1,097.54

UTR: 916251967343


View
HistoryView
ReceiptSplit
ExpenseShare
Receipt


DEBIT VOUCHER

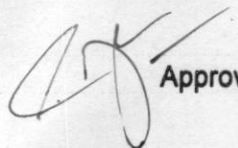
MPRL

Voucher No. _____

A/c. _____ Date : 12/01/26

Paid to <u>FASTAG RECHARGE</u>				Rs.	Ps.
towards <u>FASTAG RECHARGE for TS10FA5143</u>				501	00
<u>MADAM CAR</u>					
Rupees <u>five hundred one Rupees only</u>					
Paid by <u>Cheque</u> Cash <input checked="" type="checkbox"/>	Cheque No. <input type="text"/>	Dated <input type="text"/>	Drawn on Bank <input type="text"/>	501	00


Prepared by


Approved by

Receiver's Signature

**FASTag Recharge successful**

09:35 PM on 11 Jan 2026

FASTag Recharge for**ICICI Bank Fastag**
TS10FA5143**₹501**

Bill Details



Payment Details



Bill Amount

₹500

Platform fee(inclusive of
GST)

+ ₹1

Total Amount**₹501**

Transaction ID

NB26011121351013986884012



Bharat Connect Transaction ID

PP016011BB2YY1NYV950



Debited from



XXXXXX5850

₹501

UTR: 097230168965

View
HistoryView
ReceiptSplit
ExpenseShare
Receipt

DEBIT VOUCHER

MPRL

Voucher No. _____

A/c. _____ Date : 19/01/28

Paid to <u>Sheela A Food Allowance</u>				Rs.	Ps.	
towards <u>Food Allowance M.D. Sir Duma</u>				100	00	
<u>14/01/26 & 15/01/26 6:00 AM to 1:15 AM</u>				100	00	
<u>6:00 PM to 12:00 PM</u>						
Rupees <u>Two Hundred Rupees only</u>						
Paid by	<u>Cheque</u> Cash ✓	Cheque No. <div></div>	Dated <div></div>	Drawn on Bank <div></div>	200	00

Prepared by Shr

Approved by [Signature]

Receiver's Signature

Paid 3001