Weekly - Petty cash /expense card statement.

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

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	M.H SVC.		MILK. ENTERPRISES Dhuvo: 713 3123	7400	☐Y ☐N	☐Y ☐N
2.	M.H. SVC.		Dasoy PAY fastag 3122	300	☐Y ☐N	☐Y ☐N
3.	M.H. SVC.		mohammad KURSHID Air chg 5808	50	☐Y ☐N	☐Y ☐N
4.	M.H. SVC.		Transportation charges Shekar	540	☐Y ☐N	☐Y ☐N
5.	M.H. SVC.		GOPI TYRE WORKS AIR filler ching 8387	250	☐Y ☐N	☐Y ☐N
6.	M.H. SVC.		GUNATEJA WATER SERVICING CENTRE	850	☐Y ☐N	☐Y ☐N
7.	M.H. SVC.		TOLL Charges fastag recharge 8387	200	☐Y ☐N	☐Y ☐N
8.	M.H. SVC.		fastag Recharge 3044	500	☐Y ☐N	☐Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.	Total			10090/-		

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:	APPROVED BY 24 JAN 2026 G. JAI KUMAR AGM-HR & Admin			
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

DEBIT VOUCHER

Voucher No. ______________

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

Paid to M.K. Enterprises (m. Shekar)	Rs.	Ps.
towards New Battery purchase of Tectho vechkel no :- TS10UB 3123	7400 —	00
Rupees Seven thousand four hundred Rupees only		
— x —		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	7400 —	00

APPROVED BY
19 JAN 2026
G JAI KUMAR
AGM-HR & Admin

Prepared by — Approved by — Receiver's Signature

TAX INVOICE

EXIDE
AMARON
LUMINOUS
MICROTEK

M K ENTERPRISES

5-2-211, N.F.C. Main Road, H.B. Colony, Moula-Ali, Hyderabad-40.
Cell : 8331935415, 9848947786, E-mail : mkenterprises5415@gmail.com

To
Name MODI HOUSING PVT LTD
Address RANI GUNJ SEC-BAD
Customer Ph. No. 9000978917

Invoice No. 713 Date 20/01/26
Customer GSTIN 36AADCM5906D2Z0
Mode of Payment

Generator / Inverter / UPS / Vehicle No. TS10UB 3123

Sl. No.	DESCRIPTION OF GOODS	HSN Code	Qty.	Unit Rate Rs.	Unit Rate Ps.	Taxable Value Rs.	Taxable Value Ps.
1	EXIDE MTREDDH5L SL.NO: A4L5B029935	8507	01	6271	19	6271	19

GSTIN : 36AXKPK8475C1Z6

TOTAL	6271=19
CGST 9 %	564=41
SGST 9 %	564=41
IGST %	—
Grand Total	7400=01

OUR BANK DETAILS :
Bank Name : Canara Bank
Account No. : 3087201000156
Branch : Kapra
IFSC : CNRB0003087
Name : M.K. Enterprises

Goods once sold will not be taken back. Received the goods in order and Good Condition

Total Rupees in Words : SEVEN THOUSAND FOUR HUNDRED ONLY

For M.K. ENTERPRISES

MK ENTERPRISES
5-2-219/4, NFC Main Road,
Krishna Nagar, Moula-Ali, Hyderabad-40.
Cell: 8331935415

Authorised Signatory

Receiver's Signature
M. [signature]

DEBIT VOUCHER

Voucher No. ____________

A/c. ____________ Date : 20|01|26

Paid to BaJay Pay Fastag (M. Shekar)	Rs.	Ps.
towards Toll charges Fastag Recharge OF Jeetho	300 —	00
Vechkel no: TS10UB3122		
Rupees Three hundrend Rupees only — x —		
——— x ———		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	300 —	00

APPROVED BY
G. JAI KUMAR
AGM-HR & Admin

Prepared by

Approved by

Receiver's Signature

Bajaj Pay FASTag ₹300

TS10UB3122

Bill Details

Customer Name	:	MADDEVOENOLLU SHEKAR

Payment Details

Bill Amount	₹300
Total Amount	**₹300**

Transaction ID

NB26011910473516548226042

Bharat Connect Transaction ID

PP016019BB0PP0TZF124

Debited from

XXXXXX0521 ₹300

UTR: 591716197559

DEBIT VOUCHER

Voucher No. ____________

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

Paid to mohammad kurshid (m. shekar)	Rs.	Ps.
towards Air checking of furio vehicel no :- TG 10 T 5808 — x —	50 —	00
Rupees fifty Rupees only — x — — x —		
Paid by ~~Cheque~~ / Cash — Cheque No. — Dated — Drawn on Bank	50 —	00

APPROVED BY
19 JAN 2026
G. ANIL KUMAR
AGM-HR & Admin

M.SR
Prepared by

Approved by

Receiver's Signature

Money Sent Successfully

₹50

Rupees Fifty Only

To: Mohammad Kurshid

MK

UPI ID:
khurshidkgnkhurshidkgn457@ybl

From: Maddevoenollu Shekar

9

HDFC Bank - 0521

UPI Ref No: 601381909136

04:28 PM, 13 Jan 2026

DEBIT VOUCHER

Voucher No. ____________

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

Paid to M.Shekar	Rs.	Ps.
towards Transportation charges for droping and	270 —	00
Pickup of Jayo Van' at Pedda Amberpet from	270 —	00
30/12/25 to 06/01/26 —— x ——		
Rupees Five hundrend and forty Rupees only — x —		
—— x ——		
Paid by Cheque / Cash — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	540 —	00

APPROVED BY
G. JAI KUMAR
AGM-HR & Admin

M.N
Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. ____________

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

Paid to Gopi Tyre works (m. shelar)	Rs.	Ps.
towards work don for Jaya van, greasing, Air checking, Air filltercleaning of Jayo van TS10UB 8387	250 —	00
Rupees Two hundrand and fifty Rupees only —— x ——		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	250 —	00

APPROVED BY
19 JAN 2026
G. JAI KUMAR
AGM HR & Admin

M. Shelar
Prepared by

Approved by

Receiver's Signature

✆ : 9959151349

ESIKA - ARPITHA

GOPI TYRE WORKS

KLR, Cherlapally, Hyderabad.

No. 4768 Date : 7-1-26

M/s. / Sri

Vehicle No

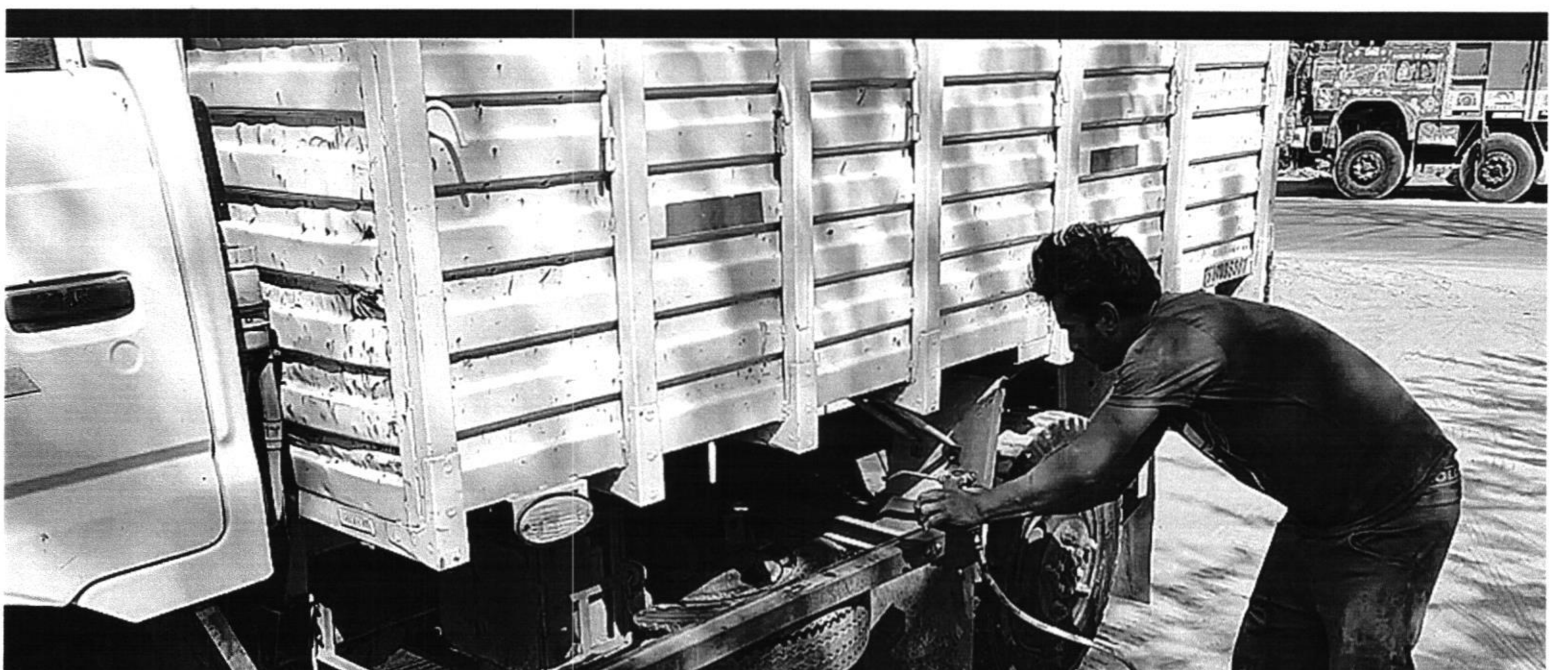
S.No.	TYPE OF WORK	AMOUNT Rs.	Ps.
1	TUBES PUNCTURE		
2	FLAPS		
3	TYRE PUNCTURE		
4	GATTER		
5	FITTING		
6	AIR CHECKING	100 -	00
7	NUT BOLTS		
8	TYRE PATCHING		
9	GREASING	100 -	00
10	VALVE SEAT		
11	NOZZLE		
12	RING SET		
13	OLD TYRE SALE		
	Air filter cleaning	50 -	00
	TOTAL	250 -	00

Tyre retrading work also undertaken

GOPI PILLAI

Raj

Manager



DEBIT VOUCHER

Voucher No. ____________

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

	Rs.	Ps.
Paid to Gunateja (m.shekar)		
towards For water washing and full Body washing of Jayo Van TS10UB 8387	850 —	00
Rupees Eight Hundred and fifty Rupees only — x —		
Paid by Cheque / Cash; Cheque No. ____; Dated ____; Drawn on Bank ____	850 —	00

APPROVED BY
19 JAN 2026
G. JAI KUMAR
AGM-HR & Admin

M. Sh
Prepared by

Approved by

Receiver's Signature

8309976665

CASH BILL Cell : 98[redacted]
88[redacted]

GUNATEJA

WATER SERVICING CENTRE

Beside KLR, Indian Gas Gowdown Road,
Cherlapally, Hyderabad-500 051

No. 1137 Date 7-1-26

M/s.

S.No.	PARTICULARS	Amount Rs.	Ps.
1	[illegible]	850	
	TOTAL	850	

K[illegible]
Signature.

Shekar yadav

DEBIT VOUCHER

Voucher No. ____________

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

Paid to indusInd Bank fastag (m. Sudar)	Rs.	Ps.
towards Toll charges fastag Recharge of Jayo Van TS 10 UB 8387 — x —	200 —	00
Rupees Two hundred Rupees only — x —		
Paid by Cheque / Cash — Cheque No. — Dated — Drawn on Bank	200 —	00

APPROVED BY
19 JAN 2026
G. JAI KUMAR
AGM-HR & Admin

Prepared by — Approved by — Receiver's Signature

IndusInd Bank FASTag ₹200
TS10UB8387

Bill Details

Customer Name : MADDEVOENOLLU

Payment Details

Bill Amount ₹200

Total Amount **₹200**

Transaction ID
NB26010611001085363922752

Bharat Connect Transaction ID
PP016006BB70R0UKG744

ASSURED

Debited from

XXXXXX0521 ₹200

UTR: 052213278359

DEBIT VOUCHER

Voucher No. ____________

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

Paid to HDFC Bank fastag CM. Shekar	Rs.	Ps.
towards Toll charges fastag Recharge of bus	500 —	00
TS 10UD 3044		
——— x ———		
Rupees Five hundrend Rupees only —		
——— x ———		
Paid by Cheque/Cash · Cheque No. · Dated · Drawn on Bank	500 —	00

APPROVED BY
JAN 2026
G. JAI KUMAR
AGM-HR & Admin

M.R
Prepared by

Approved by

Receiver's Signature

HDFC Bank - Fastag ₹500
TS10UD3044

Bill Details

Customer Name : CHATHIRI KRISHNA

Payment Details

Bill Amount ₹500

Total Amount **₹500**

Transaction ID
NB26011208303565114755682

Bharat Connect Transaction ID
PP016012BB2YY0NN4807

ASSURED

Debited from

XXXXXX0521 ₹500

UTR: 723405311722