

Weekly - Petty cash /expense card statement.

| | | | | | | | |
|-------------|--|--------------|--|----------------|--|----------|--|
| Name | | G. Jai kumar | | Statement date | | 30/01/26 | |
| Prepared by | | G. Jai kumar | | Sign | | | |
| From period | | 26/1/26 | | To period | | 30/01/26 | |

| Sl No | Debit to company | Debit to project | Description of expense | Amount | Bill enclosed | GST bill |
|-------|------------------|------------------|---|--------|---|---|
| 1. | MPSUC | MPSUC | Car Cleaning Cloth ^(MD Sir) by Krishna | 399 | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 2. | MPSUC | MPSUC | Ola Bike MD Sir Bag (Sai) | 220 | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 3. | MPSUC | MPSUC | Ola Bike MD Sir Bag (Sai) | 278 | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 4. | MPSUC | MPSUC | car cleaning Cloth by Shethappa | 39.9 | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 5. | MPSUC | MPSUC | Rapido for staff members | 469 | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 6. | MPSUC | MPSUC | Rapido for Driver staff members | 303 | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 7. | MPSUC | MPSUC | Rapido for Documents Parcel | 76 | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 8. | MPSUC | MPSUC | Rapido for Driver staff members | 371 | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 9. | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 10. | | | | | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 11. | Total | | | 2515 | | |

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: | | | | |
| 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

Voucher No. _____

A/c. _____

Date : 28-01-2026

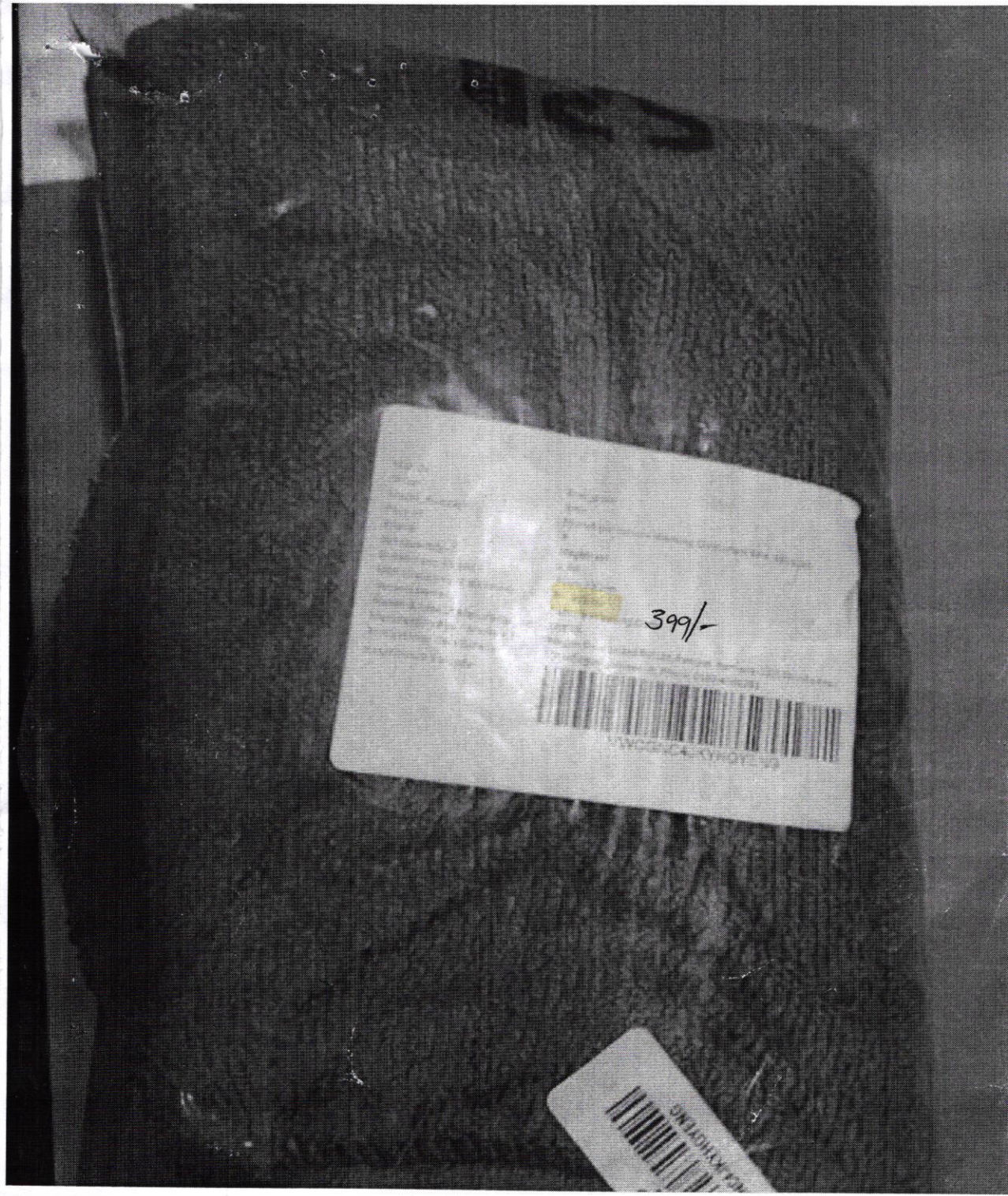
| | | | |
|--|--------|---------------|-------|
| Paid to Car Cleaning Cloths | | (Ch. Krishna) | |
| towards for MD Sir Car. Vehicle Cleaning | | Rs. | Ps. |
| Cloth purchase on slipcard. TS10 EE 7953 | | 399 | 00 |
| Rupees Three hundred and ninety nine | | ✓ | |
| Rupees Only | | | |
| Paid by | Cheque | Cheque No. | Dated |
| Cash | | | |
| APPROVED BY | | Drawn on Bank | |
| | | 399 | 00 |

Prepared by

28 JAN 2026
AGM-HR & Admin

Receiver's Signature

(Signature)



Shipping Label
To: [illegible]
From: [illegible]
Weight: [illegible]
Dimensions: [illegible]
399/-
Barcode
WDCGCA-KYQY-19

Barcode
WDCGCA-KYQY-19

DEBIT VOUCHER

MPSUC

Voucher No. _____

A/c. _____

Date : 30/01/26

Paid to FLY P/cess PLUS

towards PURCHASING OF CAR CHINTING
CLOTH FOR MADA CAR & MID-STAR CAR
CARRY

Rupees Three thousand ninety nine
only

Paid by Cheque ✓
Cash

Cheque No.

Dated

Drawn on Bank

Rs.

Ps.

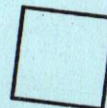
399 00

399 00

Ans
Prepared by

Approved by

Receiver's Signature



Flipkart
All New 8.1
Plus

QR Code

2D Barcode

1D Barcode

3D Barcode

Signature

Order Number: 123456789

Product Name: Flipkart All New 8.1 Plus

Product ID: 123456789

Product Price: ₹123456

Product Weight: 1.2kg

Product Dimensions: 10cm x 10cm x 10cm

Product Color: Black

Product Material: Plastic

Product Brand: Flipkart

Product Manufacturer: Flipkart

Product Country of Origin: India

Product Date of Manufacture: 2023-10-01

Product Batch Number: 123456789

Product Serial Number: 123456789

Product Warranty: 1 Year

Product Return Policy: 30 Days

Product Shipping Method: Standard

Product Shipping Cost: ₹10

Product Shipping Address: 123456789

Product Shipping Date: 2023-10-01

Product Shipping Status: Shipped

Product Shipping Tracking ID: 123456789

Product Shipping Company: Flipkart

Product Shipping Contact: 123456789

Product Shipping Email: 123456789

Product Shipping Phone: 123456789

Product Shipping Address: 123456789

Product Shipping City: 123456789

Product Shipping State: 123456789

Product Shipping Zip Code: 123456789

Product Shipping Country: 123456789

Product Shipping Date: 2023-10-01

Product Shipping Status: Shipped

Product Shipping Tracking ID: 123456789

Product Shipping Company: Flipkart

Product Shipping Contact: 123456789

Product Shipping Email: 123456789

Product Shipping Phone: 123456789

Product Shipping Address: 123456789

Product Shipping City: 123456789

Product Shipping State: 123456789

Product Shipping Zip Code: 123456789

Product Shipping Country: 123456789

DEBIT VOUCHER

MPSUC

Voucher No. _____

A/c. _____ Date : 30/1/26

| | | | | Rs. | Ps. |
|---|-----------------------|------------------------------------|-------------------------------|---------------------------------------|------------|
| Paid to <u>Rapido</u> | | | | <u>469</u> | |
| towards <u>GMR to H.O for Dishes and Staff Mess</u> | | | | | |
| Date <u>on 16/1/26</u> | | | | | |
| Rupees <u>four Hundred Sixty Nine only</u> | | | | | |
| Paid by | <u>Cheque</u> Cash | Cheque No. <input type="text"/> | Dated <input type="text"/> | Drawn on Bank <input type="text"/> | <u>469</u> |

Prepared by

Approved by

Receiver's Signature

Booking History

Customer Name

Ride ID

Driver name

Vehicle Number

Mode of Vehicle

Time of Ride



Jai Kumar

RD17685349054423728

Sharanappa Nandi

TS12UC5181

Car

Jan 16th 2026, 9:21 AM

Selected Price

₹ 469

● GULmohar Rd, Mallapur, Hyderabad, Secunderabad,
Telangana 500076, India

● 5-4-187, Mahatma Gandhi Rd, Karbala Maidan, Rani Gunj, Hyderabad, Telangana
500003, India

This document is issued on request by the passenger. Rapido does not collect any fee/commission from passengers and shall not issue tax invoices to the passengers under this segment. The document may be used for all official / reimbursement purposes.

*Selected Price refers to the initial price decided between User and Drivers from the estimated price range

DEBIT VOUCHER

MP SVC

Voucher No. _____

A/c. _____ Date : 30/1/26

| | | | | | |
|---|-----------------------|------------------------------------|-------------------------------|---------------------------------------|------------|
| Paid to <u>Rapido</u> | | | | Rs. | Ps. |
| towards <u>H.O to GMR for driver and</u> | | | | <u>303</u> | |
| <u>other staff members</u> | | | | | |
| | | | | | |
| Rupees <u>Three Hundred Three Rupees only</u> | | | | | |
| | | | | | |
| Paid by | <u>Cheque</u> Cash | Cheque No. <input type="text"/> | Dated <input type="text"/> | Drawn on Bank <input type="text"/> | <u>303</u> |

Gi
Prepared by

Approved by

Receiver's Signature

Booking History

Customer Name



Jai Kumar

Ride ID

RD17690880035058928

Driver name

Nagaraju Raju Singaram

Vehicle Number

TS31T6338

Mode of Vehicle

Car

Time of Ride

Jan 22nd 2026, 6:58 PM

Selected Price

₹ 303

5/2/183/184, Rashtrapati Rd, above Pavan motors, Hyderbasthi, Rani Gunj, Hyderabad, Secunderabad, Telangana 500003, India

Gulmohar Rd, Mallapur, Hyderabad, Secunderabad, Telangana 500076, India

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DEBIT VOUCHER

MPSVC

Voucher No. _____

A/c. _____ Date : 30/1/26

| | | | | | |
|---|-----------------------|------------|-------|---------------|-----------|
| Paid to <u>Rapido</u> | | | | Rs. | Ps. |
| towards <u>Ho to VilagamPost Colony Karkhanna</u> | | | | <u>76</u> | |
| <u>Parcel Documents Date on 29.2/205</u> | | | | | |
| | | | | | |
| Rupees <u>Seventy six only</u> | | | | | |
| | | | | | |
| Paid by | <u>Cheque</u> Cash | Cheque No. | Dated | Drawn on Bank | |
| | | | | | <u>76</u> |

Prepared by

Approved by

Receiver's Signature



Booking History



Customer Name

Jai Kumar

Ride ID

RD17646628954196013

Driver name

Vinod Vinnu

Vehicle Number

TS13UA1532

Mode of Vehicle

Auto

Time of Ride

Dec 2nd 2025, 1:40 PM

Selected Price

₹ 76

35, Mahatma Gandhi Rd, Tar Bund, Bowenpally, Secunderabad, Telangana 500003, India

28/4, Wellington Rd, near Club View Hotel, Vikrampuri Colony, Karkhana, Secunderabad, Telangana 500009, India

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DEBIT VOUCHER

MPSUC

Voucher No. _____

A/c. _____ Date : 30/1/26

| | | | | | |
|--|-----------------------|------------------------------------|-------------------------------|---------------------------------------|------------|
| Paid to <u>Rapido</u> | | | | Rs. | Ps. |
| towards <u>HO to GMR Paid Driver and</u> | | | | <u>371</u> | |
| <u>Other staff members</u> | | | | | |
| | | | | | |
| Rupees <u>Three Hundred Seventy one only</u> | | | | | |
| | | | | | |
| Paid by | <u>Cheque</u> Cash | Cheque No. <input type="text"/> | Dated <input type="text"/> | Drawn on Bank <input type="text"/> | <u>371</u> |

Bi
Prepared by

Approved by

Receiver's Signature

Booking History

Customer Name
Ride ID
Driver name
Vehicle Number
Mode of Vehicle
Time of Ride



Jai Kumar
RD17689155138543207
Mahesh Mudhiraj
TS26TA3211
Car
Jan 20th 2026, 7:09 PM

Selected Price

₹ 371

5-4-187/7, Karbala Maidan, Rani Gunj, Hyderabad, Telangana 500003, India

Gulmohar Rd, Mallapur, Hyderabad, Secunderabad
Telangana 500076, India

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MPSUC

A/c. _____ Date : 28/11/26

Prepared by

Approved by

Receiver's Signature



To HARENDER KUMAR

₹220

Pay again

✓ Completed

20 Jan 2026, 6:25 pm



Yes Bank 9712



UPI transaction ID

638627821921

To: HARENDER KUMAR

PhonePe • 8790457317@ibl

From: G SAI NATH (Yes Bank)

Google Pay • g.sainath94-3@okicici

Google transaction ID

CICAgMiCv6j4cQ



G Pay

DEBIT VOUCHER

MPSVC

Voucher No. _____

A/c. _____ Date : 28/1/26

| | | |
|---|------------|---------------|
| Paid to <u>Ola Bike</u> | Rs. | Ps. |
| towards <u>Soham Sir Inward Bag send</u> | <u>278</u> | |
| <u>to H/O to jwv Date On 24/1/26</u> | | |
| Rupees <u>Two Hundred Seventy Eight only</u> | | |
| Paid by <u>Cheque</u> <u>Cash</u> | | |
| <div style="border: 1px solid black; padding: 2px; display: inline-block;">APPROVED BY 28 JAN 2026 G. JAI KUMAR AGM, HR & Admin</div> | Dated | Drawn on Bank |
| | | |
| | <u>278</u> | |

Prepared by

Approved by

Receiver's Signature





To Singapangi Malsooru

₹278

ola bike

Pay again

✓ Completed

24 Jan 2026, 7:11 pm



Yes Bank 9712



UPI transaction ID

602431815792

To: Singapangi Malsooru

PhonePe • 9573443800-4@ibf

From: G SAI NATH (Yes Bank)

Google Pay • g.sainath94-3@okicici

Google transaction ID

CICAgJlsm86tQA



G Pay