

Weekly - Petty cash /expense card statement.

Name		G. Jalkumar		Statement date		6/02/26	
Prepared by		G. Jalkumar		Sign		[Signature]	
From period		30/1/26		To period		06/2/26	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	MPSUC	MPSUC	GHMC Garbage collection	400	☒ Y ☐ N	☐ Y ☐ N	
2.	MPSUC	MPSUC	E Dept (Ravi)	450	☒ Y ☐ N	☐ Y ☐ N	
3.	MPSUC	MPSUC	Verkhadramana Stationary	60	☒ Y ☐ N	☐ Y ☐ N	
4.	MPSUC	MPSUC	Ola Bike Sohamsir Inward Bag Hotel	120	☒ Y ☐ N	☐ Y ☐ N	
5.	MPSUC	MPSUC	Purchase of drain Powder / Food etc Zepth	764.-	☒ Y ☐ N	☐ Y ☐ N	
6.	MPSUC	MPSUC	Stam. Vendor for Certified copy	300.-	☒ Y ☐ N	☐ Y ☐ N	
7.					☐ Y ☐ N	☐ Y ☐ N	
8.					☐ Y ☐ N	☐ Y ☐ N	
9.					☐ Y ☐ N	☐ Y ☐ N	
10.					☐ Y ☐ N	☐ Y ☐ N	
11.	Total			2094			
Amount to be credited by:				☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:		Div. Manager		Accountant		Accounts Manager	
Sign:		[Signature]					
Date:		06 FEB 2026					

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

MPSVC

Voucher No. _____

Date : 31/1/26

A/c. _____

Paid to <u>Ala Biko</u>		Rs.	Ps.
towards <u>Soleum Sir Tmoad Bag</u>		120	
<u>to plus Date on 31/1/26</u>			
Rupees <u>one Hundred Twenty only</u>			
Cheque No. _____		Dated _____	
Paid by <u>Cheque</u>		Drawn on Bank _____	
Cash _____		120	

Prepared by

APPROVED BY
9202 FEB 3 2026
Approved by
[Signature]
[Stamp]

Receiver's Signature

[Signature Box]

MPDC
DEBIT VOUCHER

Voucher No. _____

Date : 5/2/26

A/c. _____

		Rs.	Ps.
Paid to	G.H.M.C Garbage Collector	400/- 	
towards	Garbage collecting for the month		
	of Jan. 2026		
Rupees	four hundred only		
Paid by <u>Cheque</u> <u>Cash</u> Cheque No. Dated Drawn on Bank 		400/-	

Prepared by [Signature] 5/2/26

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

Approved by

Receiver's Signature

HPR
DEBIT VOUCHER

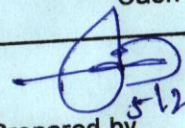
Voucher No. _____

Date : 5/2/22

A/c. _____

		Rs.	Ps.
Paid to	E. Dept. (Ravi)	450/-	
towards	phone and other problems as on		
	4/2/22		
Rupees	Four hundred fifty only		
Paid by	Cheque Cash	450/-	
	Cheque No. Dated		
	Drawn on Bank		

Prepared by


5/2/22

APPROVED BY
05 FEB 2022
G. JAI KUMAR
AGM-HR & Admin
Approved by

Receiver's Signature

DEBIT VOUCHER

Voucher No. _____

Date : 20/1/26

A/c. _____

		Rs.	Ps.
Paid to	Venkat Ramu Stationer & Bindery	60/-	
towards	Local purchase Stationery & Bn		
	12/1/26. Bills attached along with Vouch		
Rupees	Sixty Rupees		
Paid by	Cheque		
	Cash		
Cheque No.	Dated	60/-	
	Drawn on Bank		

Prepared by [Signature] 20/1/26

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

Receiver's Signature

[Signature Box]

ESTIMATE

VENKATARAMA
STATIONERY AND BINDING WORKS
Books Stationery & X

#1-5-85, General Bazar, Secunderabad - 500 003.

Date. 13/1/26

हरम

Signature

G. Selvarath

4629 5254 2716 5781

DEBIT VOUCHER

MP5vc

Voucher No. _____

A/c. _____ Date : 05/02/26

Paid to Stamp Vendor				Rs.		Ps.	
towards TO purchase of Stamp papers for Certify copies preparation				300.		00	
				1			
Rupees Three hundred only							
Paid by <u>Cheque</u> Cash				<u>Cheque No.</u> APPROVED BY 2026		<u>Dated</u>	
						<u>Drawn on Bank</u>	
				300		00	

Prepared by

G. JAI KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature



DEBIT VOUCHER

Voucher No. _____

A/c. _____

Date : _____

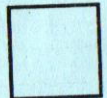
06/02/2026

Paid to	Geddit Convenience Private Limited			Rs.	Ps.
towards	Purchase of Drain powder and food items			764	00
	for Aruna Birthday				
Rupees	Seven hundred and Sixty				
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
	Cash				764-00

Prepared by



Receiver's Signature



Seller Name: Geddit Convenience Private Limited

Ground floor, Minister Rd, Krishna Nagar Colony, Ramgopalpet, Hyderabad, Telangana 500003.

GSTIN: 36AAJCG0980D1ZP

FSSAI: 11521998000248



TAX INVOICE/BILL OF SUPPLY

Invoice No.: 260236G001546488	Place Of Supply : TELANGANA (36)
Order No.: KRGGOHBF34118A	Date : 06-02-2026
Bill To	Ship To
Jai Kumar 5-4-187/3 & 4, 2nd Floor, Soham Mansion, Karbala Maidan, Mahatma Gandhi Rd, Karbala Maidan, Rani Gunj, Hyderabad, Telangana 500003, India	5-4-187/3 & 4, 2nd Floor, Soham Mansion, Karbala Maidan, Mahatma Gandhi Rd, Karbala Maidan, Rani Gunj, Hyderabad, Telangana 500003, India

SR No	Item & Description	Unit MRP/RSP	HSN	Qty	Product Rate	Disc.	Taxable Amt.	CGST	S/UT GST	CGST Amt.	S/UT GST Amt.	Cess	Cess Amt.	Total Amt.
1	Kiwi Dranex Drain Cleaner Powder 1 pack (8 x 50 g)	245.00	34029091	1	207.60	8.97%	188.98	9.00%	9.00%	17.01	17.01	0.00% + 0.00	0.00	223.00
2	Kwality Wall's Magnum Chocolate Almond Ice Cream Stick 1 pc (62 g)	80.00	21050000	1	76.19	0.00%	76.19	2.50%	2.50%	1.90	1.90	0.00% + 0.00	0.00	80.00
3	Raw Pressery Refreshers Pineapple Fruit Juice 1 pc (750 ml)	140.00	22029920	1	133.33	40.71%	79.05	2.50%	2.50%	1.98	1.98	0.00% + 0.00	0.00	83.00
4	Pineapple Fruit Cream	239.00	20081930	2	227.59	37.23%	285.72	2.50%	2.50%	7.14	7.14	0.00% + 0.00	0.00	300.00

SR No	Item & Description	Unit MRP/RSP	HSN	Qty	Product Rate	Disc.	Taxable Amt.	CGST	S/UT GST	CGST Amt.	S/UT GST Amt.	Cess	Cess Amt.	Total Amt.
5	Raw Pressery Refreshers	140.00	22029920	1	133.33	44.28%	74.29	2.50%	2.50%	1.86	1.86	0.00% + 0.00	0.00	78.00
							704.23			29.89	29.89		0.00	764.01

Item Total

764.01

Invoice Value

764.01

Whether GST is payable on reverse-charge - No.

For IMEI / Serial number information, please refer to packaging / warranty slip.

Note: Effective 1st Feb 2026, The valuation of the tobacco and pan masala products is made in accordance with Rule 31D of the CGST Rules, 2017

Order Delivered From -

Kiranakart Technologies Private Limited

Ground floor, Minister Rd. Krishna Nagar Colony, Ramgopalpet, Hyderabad, Telangana 500003.
FSSAI: 13621014001281

E-commerce Platform (FBO) Information -

ZEPTO MARKETPLACE PRIVATE LIMITED

First Floor, 773, Sarjapur Main Road, Kaikondarahalli, Bellandur, Bangalore, Karnataka, India 560103

FSSAI Lic. No: 11224999000872

Email: support@zeptonow.com

Mony