

Weekly - Petty cash /expense card statement.

Name	G. Jai Kumar		Statement date	06/02/26		
Prepared by			Sign			
From period	02/02/26		To period	06/02/26		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MHSUC				☐ Y ☐ N	☐ Y ☐ N
2.	MHSUC	MHSUC	Refreshment charges M. Sharan	1075	☐ Y ☐ N	☐ Y ☐ N
3.	MHSUC	MHSUC	Miscellaneous Expenses for Police vizag	150	☐ Y ☐ N	☐ Y ☐ N
4.	MHSUC	MHSUC	Refill oil for for a vehicle (Sharan)	400	☐ Y ☐ N	☐ Y ☐ N
5.	MHSUC	MHSUC	fastag Relcharge TS10VB8387	303	☐ Y ☐ N	☐ Y ☐ N
6.	MHSUC	MHSUC	fastag Relcharge TG10T5808 (Sharan)	1500	☐ 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			3428/-		
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. 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 : 05/02/26

Paid to	Refreshment Allowance (m. shela)	Rs.	Ps.
towards	Refreshment charges As on date 02/02/26	1075 -	00
	to 05/02/26 I went to Amtz site For	/	
	drop material Purpose.		
Rupees	One thousand seventy five Rupees only		
	X		
Paid by	Cheque No.	Dated	Drawn on Bank
	Cash		
	APPROVED BY		
			1075 - 00

m. shela
Prepared by

15 FEB 2026
G. JANKUMAR
AGM-HR & Admin
Approved by

Receiver's Signature



DEBIT VOUCHER

Voucher No. _____

A/c. _____

Date : 05/02/26

Paid to	missiles expenses (m. sheller)	Rs.	Ps.
towards	missiles charges money pay at	150	00
	Vizag steel plant main gate for Police.		
Rupees	one hundred and fifty Rupees only		
	X		
Paid by	Cheque No.	Dated	Drawn on Bank
Cash			
			150 00

m. sheller
Prepared by

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

Receiver's Signature

DEBIT VOUCHER

Voucher No. _____

A/c. _____

Date : 05/02/26

Paid to Bantlu Venkanna (m. Shetty)				Rs.	Ps.
towards Being Refill of ADBUL oil of Furio				400	00
Vehicle No: TG10T 5808					
Rupees Four hundred Rupees only — X —					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
Cash					
APPROVED BY				400	00

m. Shetty
Prepared by

05 FEB 2026
G. Approved by
AGM-HR & Admin

Receiver's Signature



ECOBBLUE , ADBLUE
SURYAPET
GSTIN. 00000000000000
Date-04-02-2026T09:44
Contact.No-9010498665
Txn.Id -03769
Vehicle.No-0000005808

Preset- 10.00LTR
Product- DEF
HSN.No- 31021000
Density- 1000.00kg/m3
Nozzle- 001
Rate- 040.00INR/L
Volume- 10.00 LTR
Cgst@ 00.0%-0.00INR
Sgst@ 00.0%-0.00INR

Total- 400.00INR

Thank You!Visit Again

paytm

Money Sent Successfully

₹400 

Rupees Four Hundred Only

To: Bantu Venkanna

UPI ID: 9010498665@axl

BV

**From: Maddevoenollu
Shekar**

HDFC Bank - 0521

9

UPI Ref No: 603577402344

09:57 AM, 04 Feb 2026

paytm

Powered
by

UPI

AXIS BANK

DEBIT VOUCHER

Voucher No. _____

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

Paid to <u>IndusInd Bank Fastag</u> (m. Shelkar)		Rs.	Ps.
towards <u>Toll charges Fastag Recharge of Taxyo</u>		303 —	00
<u>Van Vehicle no + TS10W3 8387</u>			
<u>— X —</u>			
Rupees <u>Three hundred th and three Rupees only</u>		303 —	00
<u>— X —</u>			
Paid by <u>Cheque</u> Cash	Cheque No. <u> </u>	Dated <u> </u>	Drawn on Bank <u> </u>
APPROVED BY <u> </u>			

M. Shelkar
Prepared by

15 FEB 2026
G. J. KUMAR
AGM-HR & Admin
Approved by

Receiver's Signature



FASTag Recharge successful
01:08 pm on 31 Jan 2026

FASTag Recharge for



IndusInd Bank FASTag
TS10UB8387

₹303



Bill Details



Customer Name

:

MADDEVOENOLLU



Payment Details



Bill Amount

₹300

Platform fee(inclusive of
GST)

+ ₹3

Total Amount

₹303

Transaction ID

NB26013113082873674719642

Bharat Connect Transaction ID

PP016031BB03S10I8998



Debited from



XXXXXXXXXXXX6608

₹303

UTR: 840216142513

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YES BANK

DEBIT VOUCHER

Voucher No. _____

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

Paid to <u>IDFC FIRST Bank</u> <u>(M. Shekar)</u>				Rs.	Ps.
towards <u>Toll charged Fastag Recharge of</u>				1500 —	00
<u>Fuxio vehicle no + TG10T 5808</u>				/	
Rupees <u>One thousand Five hundred Rupees only</u>					
X					
Paid by <u>Cheque</u>	Cheque No.	Dated	Drawn on Bank	1500 —	00
<u>Cash</u>					

M. Shekar
Prepared by

APPROVED BY
15 FEB 2026
Approved by
G. JAI KUMAR
AGM-HR & Admin

Receiver's Signature



FASTag Recharge successful

10:17 PM on 02 Feb 2026

FASTag Recharge for



IDFC FIRST Bank -
Fastag
TG10T5808

₹1,500



Bill Details



Customer Name

:

M shekar



Payment Details



Bill Amount

₹1,500

Total Amount

₹1,500

Transaction ID

NB26020222171280627025282

Bharat Connect Transaction ID

PP016033BB1C71PWZ386



Debited from



XXXXXX0521

₹1,500

UTR: 582834838580

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