

Weekly - Petty cash /expense card statement

Name: D. Shiva Kumar
 Prepared by: D. Shiva Kumar
 From period: 06/02/26
 Statement date: 06/02/26
 Sign: [Signature]
 To period: [Signature]

SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MPSVC	MPSVC			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
2.	MPSVC	MPSVC	Petrol expenses B Rest & Vans	278	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
3.	MPSVC	MPSVC	Hotel purchase	130	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
4.	MPSVC	MPSVC	310 BIKI PAMM	10,567	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
5.	MPSVC	MPSVC	Hotel purchase	30	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
6.	MPSVC	MPSVC	RAPIDO CHARGES	302	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
7.	MPSVC	MPSVC	RAPIDO & TSBTC	450	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
8.	MPSVC	MPSVC	FASLASE RECURSE 3437	406	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
9.	MPSVC	MPSVC	RAPIDO CHARGE 280	157	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
10.	MPSVC	MPSVC	FASLASE RECURSE 3437	303	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
11.					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

Amount to be credited by: Transfer to expense card, Cash reimbursement, Transfer to personal a/c, Other: Total:

Approved by: [Signature] Div. Manager
 Accountant: [Signature] Accounts Manager MD

Sign: [Signature]
 Date: 13 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 Saturdays. 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 is required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

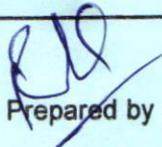
KPSVC

Voucher No. _____

A/c. _____

Date: 27/01/26.

				Rs.	Ps.
Paid to N. Jayaraman / Vamsi. P.				275 =	00.
towards for went to cash of AMIZ & GVRC.					
for allowance money to evening late hours					
Rupees Two Hundred & Seventy five.					
Paid by	Cheque No.	Dated	Drawn on Bank	275 =	00
<u>Cheque</u> Cash					

Prepared by 

APPROVED BY
06 FEB 2026
JAT KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature



DEBIT VOUCHER

MP/5VE

Voucher No. _____

A/c. _____ Date : 13/02/26

Paid to			Rs.	Ps.	
to the Purchase			130	00	
towards Purchase of Capricorn Inval			}		
Rupees one Hundred Twenty only					
Paid by	Cheque No.	Dated	Drawn on Bank	130	00
<u>Cash</u> ✓	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Prepared by Gur

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

Approved by

Receiver's Signature

07.02.2026

Condens 2 11- 130=00

2

130=00

CHECKED
SECURITY/SUP.
By: 
DI: 7/2/26

DEBIT VOUCHER

MPSTC

Voucher No. _____

A/c. _____ Date: 13/02/26

Paid to			Rs.	Ps.	
SIO DIGITAL LIFE			10,567	00	
towards: SIO BILL PAYMENT Box sue			}		
month of Feb 2026					
Rupees Ten thousand five thousand					
Sixty Seven					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	10,567 00
	Cash				

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

Prepared by

Approved by

Receiver's Signature



Invoices

Transaction confirmation

**Your payment was
successful** 🎉

Invoices have been cleared by
making the payment via 'Credit Card'
with transaction ID PE0000057HZU.
12 Feb 2026

Invoice details

521500334520

₹10,566.90

Total Amount Paid ₹10,566.90



DIGITAL LIFE

Summit Sales Llp
5 4 187 3 And 4, Soham Mansion, 3RD FLOOR,
Mg Road,
Secunderabad,
Telangana-500003, India

Original for Recipient
Account Number : 900291228640
GST Bill Number : C36E252600190068
Document Number : 521500334520
Bill Date : 01-FEB-2026
Invoice Date : 02-FEB-2026
Due Date : 03-FEB-2026

Place of Supply: 36 Telangana

GST Registration Number: 36ACQFS2044C1Z7
Organisation PAN : ACQFS2044C
PO Number : Not Available
Invoice Reference Number : 60e71e915feab1a7050a2ecfe27cb6b569e3313c4e2c8a67c434ce0257e87f56

Connectivity Services

Bill from 01-JAN-2026 to 31-JAN-2026

Refer following pages for details of charges

Payment Received (₹)	TDS Deducted / Reversed (₹)	Previous Adjustment (₹)	Previous Balance (₹)	Current Charges (₹)	Total Dues (₹)
-10,566.90	0.00	0.00	0.00	10,566.90	10,566.90

	Amount(₹)
1 Periodic Charges	8,955.00
2 Usage Charges	
Off-Net / Premium / ISD & IR Calling	0.00
SMS	0.00
4G DATA/WiFi	0.00
5G DATA	0.00
VAS	0.00
3 Other Periodic Charges	0.00
4 One Time Charges	0.00
5 Current Month Discount / Credit / Debit	0.00
6 Total Value of Charges	0.00
7 Current Taxable Charges	0.00
8 Taxes	8,955.00
CGST (9%)	805.95
SGST (9%)	805.95
9 Bill Discount including Tax	
10 Security Deposit Charged	0.00
11 Security Deposit Returned	0.00
12 Waivers	0.00
Current Month Charges (7+8+9+10+11+12)	0.00
	10,566.90

Payment Options



JioPay

Register with JioPay and get additional benefits.*

*Details under Important Information JioPay

JioAutoPay



ACH - (Direct Debit)

To set ACH mandate on your bank account get in touch with your Relationship Manager.



Standing Instructions (Credit Card)

Set JioAutoPay on your Credit Card. To register visit www.jio.com/business/ and scroll down on the home page and click on Register for autopay of invoice by credit card.

JioDigiPay



Selfcare Portal

Pay bills using credit/debit card/netbanking/ e-wallets/UPI on www.jio.com/business/



NEFT/RTGS

You can do NEFT/RTGS payments/transfers by using Virtual A/C Code RJIO900291228640, IFSC Code YESB0CMSNOC



GSTIN: 36AABCI6363G1ZK PAN: AABCI6363G

Registered Office: Reliance Jio Infocomm Limited
Office-101, Saffron, Nr. Centre Point, Panchwati 5
Rasta, Ambawadi, Ahmedabad-380006, Gujarat,
India CIN: U72900GJ2007PLC105869

State Office: Reliance Jio Infocomm Limited
Municipal Number H.No. 40-1-116 and 40-1-117
Survey No. 135/2, K.B.R. Heights, M.G. Road,
KBR Towers, 2nd floor, above Reliance Trends,
Vijayawada 520010 Andhra Pradesh

Gst Registered Office:
Somaji Guda
4th Floor, 6-3-1090/b Lake Shore Towers,
Rajbhavan Road
Pincode: 500082 Hyderabad

DEBIT VOUCHER

~~MPBVC~~
MPBVC

Voucher No. _____

A/c. _____

Date : 06/02/26

Paid to				Rs.	Ps.	
Local purchase				30	00	
towards Purchase of Pen						
Rupees Thirty Rupees only				30	00	
Paid by	Cheque <input checked="" type="checkbox"/>	Cheque No.	Dated	Drawn on Bank	30	00
	Cash <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Prepared by 

Approved by 

Receiver's Signature

Date : _____

No. _____

M/S _____

Address _____

Toll Free No. 1800-120-46-9999 · www.ocicables.com · E-mail : ocicables@gmail.com



4/2/20

DESCRIPTION

QTY.

RATE

Make for 100 30

✓

30

check

[Signature]

DEBIT VOUCHER

MPSVC

Voucher No. _____

A/c. _____

Date : 11/02/2026

Paid to		Rs.	Ps.			
Anji		302	/			
towards	Inward bag Jubili hills plot No 280					
	07/02/2026					
Rupees	Three hunder two rupees only					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	302	
	Cash ✓					

APPROVED BY

10 FEB 2026

Anji
S. JAI KUMAR
AGM in-charge
Approved by

y. Anji
Prepared by

Receiver's Signature



Transaction Successful

07:11 PM on 07 Feb 2026

Paid to



NAZIYA MUSKHAN

₹302

XXXXXX8392@kotak811

Sent to



• XXXXXX8392@kotak811



Transfer Details



Transaction ID

T2602071911496883308851

Debited from

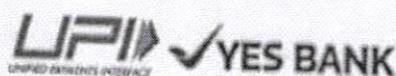


XXXXXX6922

₹302

UTR: 573524164069

Powered by



DEBIT VOUCHER

m/svc

Voucher No. _____

A/c. _____ Date: 11/02/26

Paid to				Rs.	Ps.
T.S.R.T.C & RAPIDO					
towards EXPENSURE OF BUS & RAPIDO FROM				400	00
AIRPORT to Secured RAPIDO Secured to				50	00
M.G. Road.					
Rupees 400 Hundred fifty only					
Paid by	<input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Cash	Cheque No. <input type="text"/>	Dated <input type="text"/>	Drawn on Bank <input type="text"/>	450 00

Prepared by *Gris*

APPROVED BY
[Signature]
13 FEB 2026
G. JAY KUMAR
AGM-HR & Admin

Approved by

Receiver's Signature

DEBIT VOUCHER

M P S V C

Voucher No. _____

A/c. _____ Date : 13/02/26

Paid to		Rs.	Ps.
RAPDO FASTose Reverse			
towards	RAPDO charge FASTose Reverse	203	00
for IG 10 D 3437 CAR		203	00
Rupees FOUR Hundred Six only			
Paid by	Cheque No.	Dated	Drawn on Bank
Cash ✓			
APPROVED BY			
		406	00

Prepared by *SNVA*

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

Approved by

Receiver's Signature



FASTag Recharge successful

12:39 PM on 12 Feb 2026

FASTag Recharge for



Bajaj Pay FASTag

₹203

tg10D3437



Bill Details



Customer Name

:

YELLAMLA SOMANNA



Payment Details



Bill Amount

₹200

Platform fee(inclusive of
GST)

+ ₹3

Total Amount

₹203

Transaction ID

NB26021212393043131473932

Bharat Connect Transaction ID

PP016043BB3RO0Z5Z851



Debited from



XXXXX1800025272

₹203

UTR: 003308683306

Powered by

YES BANK



FASTag Recharge successful

05:45 PM on 12 Feb 2026

FASTag Recharge for



Bajaj Pay FASTag

₹203

tg10D3437



Bill Details



Customer Name

:

YELLAMLA SOMANNA



Payment Details



Bill Amount

₹200

Platform fee(inclusive of
GST)

+ ₹3

Total Amount

₹203

Transaction ID

NB26021217450501262384172

Bharat Connect Transaction ID

PP016043BB7GM1DBA749



Debited from

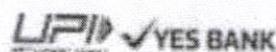


XXXXXX5850

₹203

UTR: 800272904105

Powered by



DEBIT VOUCHER

MPSVE

Voucher No. _____

A/c. _____ Date : 13/02/26

Paid to				Rs.	Ps.
RAPIDO				157	00
towards RAPIDO charge 140 to 280				}	
Document base 12/02/26					
Rupees one hundred fifty seven only					
Paid by	Cheque	Cheque No.	Dated	Drawn on Bank	
	Cash ✓				157 00

Prepared by SWS

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

Approved by

Receiver's Signature

**Transaction Successful**

06:59 PM on 12 Feb 2026

Paid to

**HAFEEZUR RAHMAN
MOHAMMED**
+917997535968

₹157

Banking Name : Hafeezur Rahman Mohammed

**Transfer Details**

Transaction ID

T2602121858589324658522



Debited from



XXXXXX5850

₹157

UTR: 083750778775



Send Again

View
HistorySplit
ExpenseShare
Receipt

Contact PhonePe Support



Powered by



DEBIT VOUCHER

MP 8ve

Voucher No. _____

A/c. _____ Date : 10/02/26

Paid to				Rs.	Ps.
FASTAG Recharge				303	00
towards: FASTAG Recharge for CAR					
TR 10D 3432					
Rupees Three Hundred Three Only				303	00
Paid by <input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Cash					
Cheque No.		Dated	Drawn on Bank		
[APPROVED BY]					

Prepared by *Gris*

APPROVED BY
13 FEB 2026
G. JAI KUMAR
AGM, HR & Admin

Approved by

Receiver's Signature

[Signature Box]



FASTag Recharge successful

06:37 AM on 10 Feb 2026

FASTag Recharge for



Bajaj Pay FASTag
tg10D3437

₹303



Bill Details



Payment Details



Bill Amount

₹300

Platform fee(inclusive of GST)

+ ₹3

Total Amount

₹303

Transaction ID

NB26021006365546933378202



Bharat Connect Transaction ID

PP016041BB78M0IDR849



Debited from



XXXXXX5850

₹303

UTR: 349853856704



View History



View Receipt



Split Expense



Share Receipt

