

Weekly - Petty cash / expense card statement

Scanned

Name	D. Shiv Sreenivas		Statement date	19/02/28		
Prepared by	D. Shiv Sreenivas		Sign	[Signature]		
From period			To period			
SI No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MARR	MARR	food Allowance	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.	MARR	MARR	course	300	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.	MARR	MARR	course	300	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.	MARR	MARR	course	852	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>
7.					<input type="checkbox"/>	<input type="checkbox"/>
8.					<input type="checkbox"/>	<input type="checkbox"/>
9.					<input type="checkbox"/>	<input type="checkbox"/>
10.					<input type="checkbox"/>	<input type="checkbox"/>
11.					<input type="checkbox"/>	<input type="checkbox"/>
Total:				1073		
Amount to be credited by:	<input type="checkbox"/> Transfer to expense card, <input type="checkbox"/> Cash reimbursement, <input type="checkbox"/> Transfer to personal a/c, <input type="checkbox"/> Other:					
Approved by:	[Signature] APPROVED BY		Accountant	Accounts Manager		
Sign:	[Signature]			MD		
Date:	19 FEB 2028					

Notes: 1. Scanned copy of this statement is submitted before every Friday. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of expense 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. MD's approval is required for expenses of over 10,000/- per week.

DEBIT VOUCHER

MPRE

Voucher No. _____

A/c. _____ Date : 17/02/26

Paid to				Rs.	Ps.
food Allowance Sheela PA				100	00
towards total Allowance AT PWD 280					
11.58 Ru					
Rupees one hundred rupees only					
Paid by <input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Cash					
Cheque No.		Dated	Drawn on Bank		
APPROVED BY				100	00

Prepared by Sms

APPROVED BY
16 FEB 2026
G. AI KUMAR
AGM HR & Admin
Approved by [Signature]

Receiver's Signature

[Signature]

DEBIT VOUCHER

MFR

Voucher No. _____

A/c. _____ Date: 18/02/26

Paid to		Rs.	Ps.
RAPIDO Charge GreenPA			
towards	RAPIDO Charge from Pno: 280	120	00
to APPO to Prod no: 1 Prod no: 1 to Pno: 280		120	00
		80	00
Rupees	Three hundred Twenty only	}	
Paid by	Cheque No. <input type="text"/>	Dated <input type="text"/>	Drawn on Bank <input type="text"/>
	Cash <input checked="" type="checkbox"/>		
		320	00

Prepared by Swis

Approved by [Signature]

Receiver's Signature [Signature]

DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date: 19/02/26

Paid to				Rs.	Ps.	
VI POST Paid				653	17	
towards VI POST Paid part of						
TECA MODS 9246876667						
Rupees Six Hundred fifty three only						
Paid by	<u>Cheque</u> Cash ✓	Cheque No.	Dated	Drawn on Bank	653	17
		<input type="text"/>	<input type="text"/>	<input type="text"/>		

Prepared by GVM

Approved by [Signature]

Receiver's Signature



Bill Payment Successful

12:01 PM on 19 Feb 2026

Mobile bill paid



Vi Postpaid
9246876667

₹653.17



Bill Details



Payment Details



Bill Amount

₹650.17

Platform fee (inclusive of GST)

+ ₹3

Total Amount

₹653.17

Transaction ID

NB26021912002205976608912



Bharat Connect Transaction ID

PP016050BB21E0XE3379



Debited from



XXXXXX5850

₹653.17

UTR: 796350768506



View History



View Receipt



Split Expense



Share Receipt

