

Weekly - Petty cash / expense card statement.

Name	E. Prasad	Statement date	25/2/21			
Prepared by	Prasad	Sign	Prasad			
From period		To period				
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	Govt GNR	HR BRN	Govt GNR HR BRN Patil Insect	9000	Y N	Y N
2.			Prasad's Stationery		Y N	Y N
3.			Pen & Charges	3376	Y N	Y N
4.			Loose BR	1934	Y N	Y N
5.			Loose	1884	Y N	Y N
6.			Food allowance	1350	Y N	Y N
7.			Travel Charges	360	Y N	Y N
8.					Y N	Y N
9.					Y N	Y N
10.	Total			17,904		
Amount to be credited by		Transfer to Happy card	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.	
Approved by:		Div. Manager	Accountant	Account Manager	MD	
Sign:		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		
Date:						

Notes: 1. Scanned copy of this statement to be 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 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. MD's approval is required for expenses of over 10,000/- per week.

APPROVED BY  
E. PRASAD  
26 FEB 2021  
HR PROMOTION

None amount Rs. 17,904/- to be divided as:

Govt - Rs. 8952/-  
 Govt - Rs. 2984/-  
 Govt - Rs. 2984/-  
 Govt - Rs. 2984/-  
 Govt - Rs. 2984/-  
 Govt - Rs. 2984/-

*[Signature]*

### DEBIT VOUCHER

Company/Firm	SON GMR MPL BVJV		
Project			
Voucher No.			
Account head			
Paid to	PAPER ISSUES		
Towards/description of work	SULTANBAD 1500000, 19/2/26 & 20/2/26 SON GMR MPL BVJV PAPER ISSUES PONDARAU		
Location of work			
Amount in Rs.	9000/-		
Amount in words	Nine thousands only		
Mode of payment			
	Cheque/trf No.	Date 25/2/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
C/Prasad	A		

APPROVED BY

26 FEB 2026

E. PRASAD  
MANAGER PROMOTION

### DEBIT VOUCHER

Company/Firm	SON CHH HRL BSN		
Project			
Voucher No.			
Account head			
Paid to	PETROL CHARGES		
Towards/description of work	492 KRS+8 PETROL CHARGES PAPER INSERT at PANDAFANY SULTANBAS		
Location of work			
Amount in Rs.	3376/-		
Amount in words	THREE THOUSAND THREE HUNDRED SEVENTY SIX ONLY		
Mode of payment			
	Cheque/trf No.	Date 25/2/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
C. M. W. P. H.	<div style="border: 1px solid blue; padding: 5px; display: inline-block;"> <b>APPROVED BY</b>                    26 FEB 2026                  E. PRASAD                  MANAGER PROMOTION             </div>		

## DEBIT VOUCHER

Company/Firm	SON GMR NPL BSV		
Project			
Voucher No.			
Account head			
Paid to	Lodge agoda		
Towards/description of work	Lodge PAPER District Poochellu		
Location of work			
Amount in Rs.	1934/-		
Amount in words	One thousand Nine Hundred thirty Four only		
Mode of payment			
	Cheque/trf No.	Date 28/2/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
GPRWPH	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> <p style="margin: 0;">APPROVED BY</p> <p style="margin: 0; color: red;">26 FEB 2026</p> <p style="margin: 0;">E. PRASAD MANAGER PROMOTION</p> </div>		

Booking ID :	1045836457	Number of Rooms :	1
Booking Reference No :	6095700368	Number of Extra Beds :	0
Client :	Enagandula Prasad	Number of Adults :	2
Member ID :	451444867	Number of Children :	0
Country of Residence :	India / India	Room Type :	Classic Triple Room
Property :	Surabhi Lodging	Promotion :	
Address :	Railway Station Road, Peddapally, Telangana, India.	For Full Promotion details and conditions see confirmation email	

Cancellation Policy:

Benefits Included -

Arrival : February 19, 2026      Departure : February 20, 2026

Payment Details :

**Please note:** Payment for this booking has not been collected by Agoda. Payment for this booking must be collected by the property.

**Note to property:** Reservation was made under Booking.com booking ID 1045836457

Authorized Stamp & Signature

Remarks :

**Not Included: Fees INR 34.0 (Pay at the property)**

You will pay INR 1,934 to the property on your check-in date of Friday, February 20, 2026. Guest

List: Enagandula Prasad

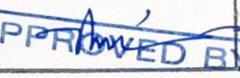
**All special requests are subject to availability upon arrival**

Notes

- **IMPORTANT:** At check-in, you must present a valid photo ID with your address confirming the same name as the lead guest on the booking. For bookings paid with a credit card, you may also need to present the card used to make the payment. Failure to do so may result in the hotel requesting additional payment or your reservation not being honored.
- All rooms are guaranteed on the day of arrival. In the case of a no-show, your room(s) will be released and you will be subject to the terms and conditions of the Cancellation/No-Show Policy specified at the time you made the booking as well as noted in the Confirmation Email.
- The total price for this booking does not include mini-bar items, telephone usage, laundry service, etc. The property will bill you directly.
- In cases where Breakfast is included with the room rate, please note that certain properties may charge extra for children travelling with their parents. If applicable, the property will bill you directly. Upon arrival, if you have any questions, please verify with the property.

*E. Prasad*  
**APPROVED BY**  
**26 FEB 2026**  
**E. PRASAD**  
**MANAGER PROMOTION**

## DEBIT VOUCHER

Company/Firm	SON GEMMEL BROS		
Project			
Voucher No.			
Account head			
Paid to	Lodge agona		
Towards/description of work	Lodge PAPER Inset at SuktanBAN		
Location of work			
Amount in Rs.	1884/-		
Amount in words	One thousand Eight hundred Eight Four only		
Mode of payment			
	Cheque/trf No.	Date 25/2/26	Bank
Prepared by	Approved by	Receivers Name	Receivers Signature
P. M. P. H.	 APPROVED BY		

26 FEB 2026  
 E. PRASAD  
 MANAGER PROMOTION



# Booking Confirmation

Please present either an electronic or paper copy of your booking confirmation upon check-in.

Booking ID : 1045836502  
Booking Reference No : 6095700379  
Client : Enagandula Prasad  
Member ID : 451444867  
Country of Residence : India / India  
Property : Tara Lodge Residency  
Address : Sultanabad, Telangana, India.

Number of Rooms : 1  
Number of Extra Beds : 0  
Number of Adults : 2  
Number of Children : 0  
Room Type : Classic Triple Room  
Promotion :  
For Full Promotion details and conditions see confirmation email

### Cancellation Policy:

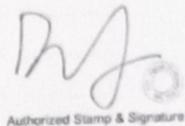
Benefits Included -

Arrival : February 20, 2026      Departure : February 21, 2026

### Payment Details :

**Please note:** Payment for this booking has not been collected by Agoda. Payment for this booking must be collected by the property.

**Note to property:** Reservation was made under Booking.com booking ID 1045836502



Authorized Stamp & Signature

### Remarks :

**Not Included: Fees INR 34.0 (Pay at the property)**

You will pay INR 1,884 to the property on your check-in date of Friday, February 21, 2026. Guest

List: Enagandula Prasad

All special requests are subject to availability upon arrival

### Notes

- **IMPORTANT:** At check-in, you must present a valid photo ID with your address confirming the same name as the lead guest on the booking. For bookings paid with a credit card, you may also need to present the card used to make the payment. Failure to do so may result in the hotel requesting additional payment or your reservation not being honored.
- All rooms are guaranteed on the day of arrival. In the case of a no-show, your room(s) will be released and you will be subject to the terms and conditions of the Cancellation/No-Show Policy specified at the time you made the booking as well as noted in the Confirmation Email.
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*E. Prasad*  
**APPROVED BY**  
**26 FEB 2026**  
**E. PRASAD**  
**MANAGER PROMOTION**

**DEBIT VOUCHER**

Company/Firm			
Soni GNB H.A. STD			
Project			
Voucher No.			
Account head			
Paid to			
Food allowance			
Towards/description of work			
Food allowance Prof. P. V. S. S. S.			
Location of work			
Amount in Rs.			
1300/-			
Amount in words			
One thousand three hundred only			
Mode of payment			
Cheque/Sl. No.		Date	Bank
		20/2/22	
Prepared by	Approved by	Receiver Name	Receiver Signature
C. P. S.	<i>[Signature]</i>		

**APPROVED BY**  
**26 FEB 2022**  
 E. PRASAD  
 MANAGER PRODUCTION

DEBIT YOUR CARD

NAME	Dr. J. M. K. Co.		
ADDRESS			
CITY			
STATE	The Capital		
ZIP CODE	20000		
ACCOUNT NO.	1234567890		
EXPIRES	12/31/20		
SECURITY CODE	1234		
APPROVED BY	Signature	Merchant Name	Merchant Signature

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NOT VALID BY  
 12 FEB 2021  
 1234567890

Kotak FASTag:Rs.30.00 Toll paid at Shamirpet for TS09FC5821 on 19-02-2026@20:32 .

Kotak FASTag:Rs.78.00 Toll paid at Duddeda To for TS09FC5821 on 19-02-2026@22:13 .

Kotak FASTag:Rs.72.00 Toll paid at Renikunta for TS09FC5821 on 19-02-2026@23:44 .

Kotak FASTag:Rs.72.00 Toll paid at Renikunta for TS09FC5821 on 21-02-2026@10:46 .

Kotak FASTag:Rs.78.00 Toll paid at Duddeda To for TS09FC5821 on 21-02-2026@12:29 .

Kotak FASTag:Rs.30.00 Toll paid at Keesara for TS09FC5821 on 21-02-2026@14:10 .

